

Graphic Design Intern - Summer 2021

- About Starlight:** Starlight Theatre, recent winner of the Venue Excellence Award from the International Association of Venue Managers (IAVM), is the largest and oldest performing arts organization in Kansas City and the second-largest outdoor producing theatre in the country. Opened as a theatre in 1950 and as a nonprofit organization in 1951, Starlight presents and produces Broadway musicals and concerts while offering extensive community outreach and educational programming, including scholarships and Starlight's Blue Star Awards, one of the largest high school musical theatre award programs in the country. Located on 16 acres, Starlight's venue includes rehearsal halls, club area for dining, concessions, gardens, fountains and a 10-story, climate-controlled stage.
- Position Description:** The Graphic Design Intern will have the unique opportunity to gain hands-on experience with Starlight's Marketing Department during the 2021 Broadway and Concert seasons. This intern will work in a fast-paced environment and collaborate on a broad base of projects. Candidates must demonstrate strong creative thinking and graphic design skills, pay close attention to detail, exude energy and enthusiasm, and be willing to work evenings and weekends during Broadway shows and concerts. The Graphic Design Intern will assist, as needed, with other departments and at select special events.
- Duties:** The Graphic Design Intern will assist in a variety of promotional, graphic design and communication efforts for Starlight's Broadway and Concert series.
- Duties will include, but are not limited to, creating graphics for social media, blog posts, calendar listings, program pages, sponsor wrap-up books and in-venue signage; brainstorming and creating promotional efforts, guerrilla marketing initiatives and collateral; and creating education, development and other department-specific collaterals.
- The Graphic Design Intern also will assist with multiple duties in advance of and on Broadway and Concert show nights to include ensuring in-venue signage is operating; assisting with sponsor, media and other partner promotions; venue photography; documentation of sponsor recognition; escorting photographers; and greeting guests, sponsors and other VIP guests in Starlight's private club.
- Majors Desired:** Graphic Design, Marketing, Strategic Communications
- Required Skills:** Adobe InDesign, Adobe Photoshop, Windows, Microsoft Office products and Internet usage
- Preferred Skills:** Additional Adobe Creative Suite programs, HTML, Photography

Other: Must have a valid driver's license and reliable transportation; knowledge of and an affinity for Broadway musicals is a plus

Compensation: \$10.50 per hour, plus overtime

Time Commitment: Full-time (40+ hours per week), 13 weeks, with preferred start date the week of May 17 or 24. Some evening and weekend hours will be part of the commitment. Start and end dates are negotiable.

Application Method: Email is required.

Application Deadline: Monday, March 8, 2021 (Early application is preferred.)

Application Process:

1. **Review the Application Instructions found here:** www.kcstarlight.com/internships
2. **Submit the following documents to internships@kcstarlight.com by the deadline:**
 - a. Application
 - b. Cover Letter with required questions to be answered (See Application Instructions.)
 - c. Résumé
 - d. Up to three writing and/or design samples from previous employment, internships or coursework
3. **Wait to be contacted.** The hiring party for the position will advise each candidate regarding receipt of materials as well as candidate status. We strive to complete the hiring process in as timely and efficient a manner as possible - shortly after the deadline date.
4. **If you are selected for an interview, we may conduct it in person at the theatre, or via an online entity. In-person is preferred.**

For more information on this position:

Starlight Theatre Association of Kansas City
Attn: Rachel Bliss, Communications Manager
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