

## **PR/Communications 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, a club area for dining, concessions, gardens, fountains and a 10-story, climate-controlled stage.

**Position Description:**

The PR/Communications Intern will have the unique opportunity to gain hands-on experience with Starlight's Marketing Department during the 2021 Broadway and Concert seasons. The intern will work in a fast-paced environment and collaborate on a broad base of projects. Candidates must demonstrate strong communication and customer service skills, pay close attention to detail, exude energy and enthusiasm, and be willing to work evenings and weekends during Broadway shows and concerts. The PR/Communications Intern will assist, as needed, with other departments and at select special events.

**Duties:**

The PR/Communications Intern will assist in a variety of press, marketing and communication efforts for Starlight's Broadway and Concert series.

Duties will include, but are not limited to, assisting in mass media and promotional marketing efforts; writing copy for press kits, emails, blog posts, social media and press releases; writing copy for community engagement, philanthropy and other department-specific initiatives; submitting calendar listings; updating media lists; and accompanying cast members at media interviews.

The PR/Communications Intern will assist with multiple duties in advance of and on Broadway and Concert show nights to include maintaining marketing databases; coordinating ticket allocations; assisting with sponsor, media and other partner promotions; escorting photographers; and greeting guests, sponsors and other VIP guests in Starlight's private club.

**Majors Desired:** Marketing, Journalism, Strategic Communications, Business

**Required Skills:** AP Style, Windows, Microsoft Office products and Internet usage

**Preferred Skills:** Adobe Creative Suite

**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](http://www.kcstarlight.com/internships)
2. **Submit the following documents to [internships@kcstarlight.com](mailto: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  
4600 Starlight Road, Kansas City, MO 64132-2032  
816-997-1151  
[rachel.bliss@kcstarlight.com](mailto:rachel.bliss@kcstarlight.com)