

Production Management 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:

This internship provides experience in professional theatrical production management and the multiple skills needed for success in mounting a live musical.

Duties:

The Production Management intern will assist Starlight's Director of Production and Company Manager in coordinating and managing a self-produced musical. A theatre background is required, along with management and administrative skills. Intern activities will include assisting with technical elements; finding and purchasing equipment and supplies; arranging travel for actors and artists; and managing payroll and budgets. This fast-paced internship provides exposure to the many elements of Starlight and professional theatre in general.

Majors Desired:

Theatre Major or Arts Management Major

Required Skills:

The ability to multi-task; strong Excel user; management/leader experience; basic stagecraft; strong interpersonal communication.

Preferred Skills:

Stage Management; building or running props; running audio & lighting consoles

Compensation:

\$10.50 per hour, plus overtime

Time Commitment: Schedule varies depending on week and activity.

Typical day is 9:30am-6:00pm.

A few seven-day work weeks are probable.

Tentative internship dates are 12 July – 18 August; however, this could change as COVID guidelines and show bookings adjust over the coming months. There is potential for the internship to span the full summer (late May – mid August), however, that is yet to be determined officially.

Candidates are encouraged to apply and provide their desired internship dates and availability on Starlight's internship application.

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
- 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, please contact:

Starlight Theatre Association of Kansas City
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