

## Summer 2021 Application Instructions

Thank you for your interest in a summer 2021 Bob Rohlf Internship with Starlight Theatre! In order for your application to be considered complete, you must submit the following by the deadline date noted on each internship's description:

- Completed application (available for download at [www.kcstarlight.com/internships](http://www.kcstarlight.com/internships))
- Résumé
- Cover letter that includes answers to the following:
  - Why have you chosen to apply for an internship at Starlight Theatre?
  - What qualities, skills and interests make you a viable candidate?
  - What are your career goals?
  - How will an internship at Starlight Theatre help you to achieve your career goals?

Some internships require additional materials:

For the **Graphic Design, Multimedia** and **PR-Communications** positions, applicants must also submit three writing, design and/or multimedia samples from previous employment, internships or coursework. If you are called to interview for the Graphic Design or PR-Communications internships, you will be asked to bring a portfolio of work samples.

For the **Donor Relations** position, applicants must also submit a 1-2 paragraph description of prior or current fundraising, event and/or communications experience.

Email submission is required. When submitting electronic materials, please label your attachments with your last name and the name of the document you are submitting. For example: "Smith – Application"

Please submit your materials directly to [internships@kcstarlight.com](mailto:internships@kcstarlight.com). If you wish to apply for more than one position, submit a complete set of applications materials in separate emails to the aforementioned email address. You will then receive a reply acknowledging the receipt of your materials, and your materials will be forwarded to the position's hiring manager. We strive to complete the hiring process in as timely and efficient a manner as possible – shortly after the deadline date.

If your application materials are incomplete upon initial submission, you will be notified by a Starlight representative. You will then have until the deadline date to submit all remaining materials. Students who do not submit all required application materials by the deadline date will not be considered and will receive no further contact.

*NOTE: Starlight Theatre does not provide housing or transportation for interns. Securing these for the duration of the internship is the sole responsibility of the intern. Please also note that although Starlight Theatre will hire international students, the organization will not sponsor a work visa.*

For general questions about the Bob Rohlf Internship Program, contact [internships@kcstarlight.com](mailto:internships@kcstarlight.com).

*Starlight Theatre Association is an Equal Employment Opportunity organization, and we maintain an alcohol and drug-free workplace. Candidates must submit to and pass pre-employment drug testing for employment consideration. Starlight Theatre Association of Kansas City, Inc. is a 501(c)(3) nonprofit organization.*