



Sales & Marketing 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:

One Sales & Marketing Intern will be hired to work with the Starlight Sales Team in the Marketing Department during the 2021 Broadway season. The intern will focus on sales and follow-up customer service for Broadway tickets, concert season ticket holders, and private events for large groups. The intern will also work on special events management and community outreach efforts and assist, as needed, with Community Engagement Department projects and special events. The Sales & Marketing Intern 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.

Sales & Service Duties:

Duties will include sales prospecting for Broadway groups and corporate sales, concert season ticket holders and potential clients for private events, customer service follow-up, invoicing clients, fulfilling ticket orders, tracking sales and revenue and facilitating group show attendance experiences. During events, the intern will play a key role with setup of private group functions, VIP events, greeting group leaders and guests, as well as directing them to onsite dinner locations and venue tours. The intern will also manage logistics for Starlight's Spotlight Stage when community troupes perform prior to Broadway shows. Additional projects as assigned.

Majors Desired:

Marketing/Advertising, Hospitality, Event Management, Entertainment Management, Arts Administration

Required Skills: Superior communication and organizational skills, Microsoft Office products and social media administration

Desired Skills: Customer service, sales and event coordination experience, flexibility and creativity. Photoshop is a plus.

Compensation: \$10.50 per hour, plus overtime

Time Commitment: Full-time for 13 weeks, with preferred start date in mid-May. Frequent 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
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: Toni Talley, Group Sales Coordinator
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