

## ***PR/Communications Intern - Summer 2022***

<b>About Starlight:</b>	Opened as a theatre in 1950 and a nonprofit organization in 1951, Starlight provides inspiring, one-of-a-kind experiences to its patrons with Broadway musicals, concerts, Indoors shows, and community engagement programming including classes, scholarships and Starlight's Blue Star Awards. Starlight also takes a holistic approach to embracing the importance of inclusion, diversity, equity and access, and values the uniqueness of our employees and community. Located on 16 acres in Swope Park, the historic, city-owned venue includes rehearsal halls, a museum, club area for dining, concessions, gardens, fountains and a 10-story, climate-controlled stage.
<b>Position Description:</b>	The PR/Communications Intern will have the unique opportunity to gain hands-on experience with Starlight's Marketing Department during the 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.
<b>Duties:</b>	<p>The PR/Communications Intern will assist in a variety of press, marketing and communication efforts for Starlight's Broadway and Concert series.</p> <p>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.</p> <p>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.</p>
<b>Majors Desired:</b>	Marketing, Journalism, Strategic Communications, Business
<b>Required Skills:</b>	AP Style, Windows, Microsoft Office products and Internet usage
<b>Preferred Skills:</b>	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:** \$12.50 per hour, plus overtime
- Time Commitment:** Full-time (40+ hours per week), 13 weeks, with preferred start date of Monday, May 16. Some evening and weekend hours will be part of the commitment. Start and end dates are negotiable.
- Application Method:** Apply online through this link:  
[2022 Bob Rohlf Internships Application](#)
- Application Deadline:** Tuesday, January 18, 2022 (Early application is preferred.)

***Application Process:***

- 1. Visit our website:** [www.kcstarlight.com/internships](http://www.kcstarlight.com/internships)
- 2. Submit your application, cover letter, resume, and any other supporting materials through our online portal.** A link to the online application can be found at [www.kcstarlight.com/internships](http://www.kcstarlight.com/internships) starting on October, 18, 2021.
- 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.**

**For more information on this position:**

Starlight Theatre Association of Kansas City  
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