

## ***Sales & Marketing Intern – Summer 2022***

***About Starlight:***

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.

***Position Description:***

One Sales & Marketing Intern will be hired to work with the Starlight Sales Team in the Marketing Department during the Broadway and concert seasons. 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:** \$12.50 per hour, plus overtime
- Time Commitment:** Full-time for 13 weeks, with preferred start date of Monday, May 16. Frequent 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  
Attn: Jeff Miller, Sponsorship and Premium Sales Manager  
4600 Starlight Road, Kansas City, MO 64132-2032  
816-997-1124  
[jeff.miller@kcstarlight.com](mailto:jeff.miller@kcstarlight.com)