

Donor Relations Intern - Summer 2022

About Starlight:	Starlight Theatre is the largest and oldest continually operating 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. Located on 16 acres, the Starlight venue includes rehearsal halls, club area for dining, concessions, gardens, fountains and a 10-story, climate-controlled stage.
Position Description:	This internship will take place entirely in person at the Starlight Theatre campus. The Donor Relations Intern will work with the Philanthropy Department on initiatives including relationship building and donor cultivation, grant research and proposals, and special events. Duties will include research and writing, special event assistance, donor and ticketing database work, and some clerical work (acknowledgment letters, mailings, data entry and filing). The intern will demonstrate public relations and communications skills by greeting donors at performances, private receptions and similar donor-cultivation and stewardship events.
Majors Desired:	Nonprofit Administration, Communications/Public Relations, Marketing, Arts Management, Theatre
Computer Skills:	Required - Windows, Microsoft Office (Word, Excel, PowerPoint). Preferred - Tessitura or other donor management database system
Salary:	\$12.50 per hour, plus overtime
Time Commitment:	Full-time position, 13 weeks. Preferred start and end dates include mid-May to mid-August but are negotiable. Evening and weekend hours will be part of the commitment, to include intermission receptions during all summer Broadway shows that occur during the internship term.
Application Method:	Apply online through this link: 2022 Bob Rohlf Internships Application
Application Deadline:	Tuesday, January 18, 2022
Application Process:	

1. **Visit our website:** 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 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: Lindsey Rood-Clifford, Vice President of Philanthropy
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