Information Systems 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:	This internship will take place entirely in person at the Starlight Theatre campus. The Information Systems Intern will work with the Information Systems staff to provide computer and networking support for Starlight's administrative and ticketing operations. Daily activities include providing basic desktop support to Windows users, assisting IS staff in troubleshooting network issues, and performing routine procedures such as backups and computer maintenance. The ideal candidate will have experience working in a Windows client/server environment and be familiar with Microsoft Office applications.
Majors Desired:	Computer Engineering, Computer Science, Business Administration
Requirements:	Willing to work weekends and evenings during events; demonstrates strong communication skills, high energy, customer service skills and attention to detail
Required Computer Skills:	Familiar with Windows client/server environment, Microsoft Office, and IP networking principles
Compensation:	$12.50 per hour, plus overtime
Time Commitment:	25 to 40 hours per week. Preferred start date is Monday, May 16, continuing through early August. Additional part-time work through mid-September is possible if candidate's schedule permits. Evening and weekend hours will be part of the commitment.

Application Method: Apply online through this link: ***[2022 Bob Rohlf Internships Application](#)***

Application Deadline: <mark>Tuesday, January 18, 2022 (Early application is preferred.</mark>

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: Bill Waugh, Vice President of Concerts and Information Systems
4600 Starlight Road, Kansas City, MO 64132-2032
816-997-1118
bill.waugh@kcstarlight.com