



Accounting Interns Summer 2019

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:

Two Accounting Interns will assist in select accounting functions at Starlight, with one intern working primarily in accounts payable and a second intern working in revenue, concessions & accounts receivable systems. Typical tasks include payables data entry, processing and recording of daily bank deposits, cash processing, preparation of schedules, documents and charts, filing and assisting with financial reporting.

Majors Desired:

Accounting is preferred; may consider Finance

Required Computer Skills:

Windows, Excel, Word Processing

Desired Computer Skills:

Microsoft Great Plains Accounting Software knowledge is a plus but not required.

Compensation:

\$11.50 per hour, plus overtime

Time Commitment:

Full-time from late May to late August. Start and end dates are negotiable. May hold over on a part-time seasonal basis.

Application Method:

E-mail is required.

Application Deadline:

Monday, February 18, 2019 (Early application is preferred.)

Application Process:

- 1. Review the Application Instructions found here:** www.kcstarlight.com/internships
- 2. Submit the following documents 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 these positions:

Starlight Theatre Association of Kansas City
Attn: Brenda Mortensen, Vice President of Finance
4600 Starlight Road, Kansas City, MO 64132-2032
816-997-1126
brenda.mortensen@kcstarlight.com
www.kcstarlight.com