

**Bob Rohlf Internship Program
Starlight Theatre (An Equal Opportunity Employer)
2019 Application Instructions**



Deadline to apply for an accounting internship: Monday, February 18, 2019*

Deadline to apply for all other summer internships: Monday, March 4, 2019*

*Materials will not be accepted after 11:59 p.m. on the indicated dates.

In order for your application to be considered complete, you must submit the following:

- a. Completed application (available for download at www.kcstarlight.com/internships)
- b. Cover letter which includes answers to the following:
 - Why have you chosen to apply for an internship at Starlight Theatre?
 - What qualities, skills and interests make you a viable candidate?
 - What are your career goals?
 - How will an internship at Starlight Theatre help you to achieve your career goals?
- c. Résumé

For the **Creative Marketing, Multimedia** and **PR-Communications** positions, applicants must also submit three writing, design and/or multimedia samples from previous employment, internships or coursework. If you are called to interview for the Creative Marketing or PR-Communications internships, you will be asked to bring a portfolio of work samples.

For the **Development/Fundraising** position, applicants must also submit a 1-2 paragraph description of prior or current fundraising, event and/or communications experience.

E-mail submission is required. When submitting electronic materials, please use the following formats for your file names:

last name – application

last name – cover letter

last name – résumé

last name – additional description (for the Development/Fundraising position only)

last name – sample 1 (2 or 3 as is applicable, for the Creative Marketing, Multimedia and PR-Communications positions only)

Submit your materials directly to the hiring party for the relative position (contact information on the following pages). The hiring party 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.

If your application materials are incomplete, you will be notified by the hiring party. You will then have until the deadline date to submit all remaining materials or your application will not be considered and you will receive no further contact.

NOTE: Starlight Theatre does not provide housing or transportation for interns. Securing these for the duration of the internship is the sole responsibility of the intern. Please also note that although Starlight Theatre will hire international students, the organization will not sponsor a work visa.

If you have questions about the internship itself (not candidate status), contact the hiring party directly with your inquiry.

For general questions about the Bob Rohlf Internship Program, contact education@kcstarlight.com.

Hiring Party Contact Information:

Submit your materials via e-mail directly to the person listed on the position for which you are applying. If you wish to apply for more than one position, submit a complete set of application materials to each affiliated hiring party.

Accounting:

Starlight Theatre Association of Kansas City
Attn: Brenda Mortensen, Vice President of Finance
4600 Starlight Road, Kansas City, MO 64132-2032
816-997-1126/ fax 816-361-6398
brenda.mortensen@kcstarlight.com

Development-Fundraising:

Starlight Theatre Association of Kansas City
Attn: Lindsey Rood-Clifford, Director of Development
4600 Starlight Road, Kansas City, MO 64132-2032
816-997-1127/ fax 816-361-6398
lindsey.rood-clifford@kcstarlight.com

Education-Outreach:

Starlight Theatre Association of Kansas City
Attn: Andy Pierce, Education and Outreach Manager
4600 Starlight Road, Kansas City, MO 64132-2032
816-997-1134/ fax 816-361-6398
andy.pierce@kcstarlight.com

Group Sales:

Starlight Theatre Association of Kansas City
Attn: Toni Talley, Group Sales Coordinator
4600 Starlight Road, Kansas City, MO 64132-2032
816-997-1137/ fax 816-361-6398
toni.talley@kcstarlight.com

Horticulture:

Starlight Theatre Association of Kansas City
Attn: Tyler Schyvinck, Facilities Manager
4600 Starlight Road, Kansas City, MO 64132-2032
816-997-1172/ fax 816-361-6398
tyler.schyvinck@kcstarlight.com

Information Systems:

Starlight Theatre Association of Kansas City
Attn: Bill Waugh, Vice President of Info Systems and Concerts
4600 Starlight Road, Kansas City, MO 64132-2032
816-997-1118/ fax 816-361-6398
bill.waugh@kcstarlight.com

Marketing - Creative:

Starlight Theatre Association of Kansas City
Attn: Rachel Bliss, Communications Manager
4600 Starlight Road, Kansas City, MO 64132-2032
816-997-1151/ fax 816-361-6398
rachel.bliss@kcstarlight.com

Marketing - Multimedia:

Starlight Theatre Association of Kansas City
Attn: Bryce Jones, Multimedia Design Coordinator
4600 Starlight Road, Kansas City, MO 64132-2032
816-997-1167/ fax 816-361-6398
bryce.jones@kcstarlight.com

Marketing - PR-Communications:

Starlight Theatre Association of Kansas City
Attn: Rachel Bliss, Communications Manager
4600 Starlight Road, Kansas City, MO 64132-2032
816-997-1151/ fax 816-361-6398
rachel.bliss@kcstarlight.com

Operations:

Starlight Theatre Association of Kansas City
Attn: Nick Riojas, Operations Manager
4600 Starlight Road, Kansas City, MO 64132-2032
816-997-1163/ fax 816-361-6398
nick.riojas@kcstarlight.com

Production:

Starlight Theatre Association of Kansas City
Attn: Kent Andel, Director of Production
4600 Starlight Road, Kansas City, MO 64132-2032
816-997-1146/ fax 816-361-6398
kent.andel@kcstarlight.com