



## **Development / Fundraising Intern 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:**

The Development Intern will work with the Development Department on fundraising initiatives including grant research and proposals, individual giving, corporate giving and special events. Duties will include research and writing, special event assistance and clerical work (acknowledgment letters, mailings, data entry and filing). The intern will demonstrate his or her best public relations and communications skills at the theatre by greeting donors at performances, private receptions and similar donor-appreciation events.

### **Majors Desired:**

Nonprofit Administration, Fundraising, Communications/Public Relations, Marketing, Arts Management

### **Computer Skills:**

*Required* - Windows, Microsoft Office (Word, Excel, PowerPoint)  
*Preferred* - Tessitura or other donor management database system

### **Salary:**

\$8.00 per hour, plus overtime

### **Time Commitment:**

Full-time, 13 weeks, with preferred start date the week of May 13, 2019. Start and end dates are negotiable. Some evening and weekend hours will be part of the commitment, to include intermission receptions during summer Broadway shows that occur during the internship term.

### **Application Method:**

E-mail is required.

### **Application Deadline:**

Monday, March 4, 2019

## **Application Process:**

- 1. Review the Application Instructions found here:** [www.kcstarlight.com/internships](http://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
  - d. A 1-2 paragraph description of prior or current fundraising, event and/or communications experience
  
- 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 this position:**

Starlight Theatre Association of Kansas City  
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