



Education and Outreach 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. 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:

One full-time internship is available for the summer of 2019. The Education and Outreach Intern will work with the Vice President of Education and Outreach, Education and Outreach Manager, Education Coordinator and Outreach Coordinator focusing on planning, preparation and implementation of programming throughout the summer, including the Blue Star Awards, Starlight STARS, the Bob Rohlf Internship program, Just Imagine and other initiatives. The intern will learn to operate the sound board for Starlight STARS' Spotlight Stage performances. The intern also will work directly with Starlight personnel, students and parents/ guardians. The potential exists to work on preparation for fall programming as well.

Majors Desired:

Education, Theatre, Music, Musical Theatre and Communications

Requirements:

As an ideal candidate, you will have experience working directly with children in an educational environment (preferably theatre-related), and have excellent skills in organization, as well as written and verbal communication. You should enjoy working with students of all ages and excel in customer service since you will be working closely with teaching artists, students, parents/guardians and other Starlight personnel. The ability to multi-task in a fast-paced environment while giving great attention to detail is a must – all while maintaining high energy and a positive outlook. You must be available to work some early mornings, evenings and weekends relative to program scheduling.

Required Computer Skills:

Windows, Outlook, Word and Excel

Compensation:

\$8.00 per hour, plus overtime

Time Commitment:

Full-time position: 13 weeks - Preferred start/end dates are Monday, May 13/Friday, August 9, but are negotiable. Some early morning, evening and weekend hours will be part of the commitment.

Application Method: E-mail is required.

Application Deadline: Monday, March 4, 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 this position:

Starlight Theatre Association of Kansas City
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