



Group Sales 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:

One Group Sales Intern will be hired to work with the Starlight Group Sales Coordinator in the Ticket Services Department during the 2019 Broadway season. The intern will focus on sales and follow-up customer service for Broadway tickets and special events for large groups. The intern also will work on special events management and community outreach efforts and assist, as needed, with Education and Outreach Department projects and special events. The group sales intern must demonstrate strong communication and customer service skills, pay close attention to detail, exude energy and enthusiasm, and be willing to work evenings and weekends during Broadway shows.

Group Sales Duties:

Duties will include group sales prospecting, customer service follow-up, coordinating with on-site catering staff, invoicing clients and fulfilling ticket orders. During group events, the intern will play a key role with setup of private group functions, greeting group leaders and guests, as well as directing them to onsite dinner locations and venue tours. The intern also will manage logistics for Starlight's Spotlight Stage when outside student troupes perform prior to Broadway shows. Additional projects as assigned.

Majors Desired:

Marketing/Advertising, Hospitality, Event Management, Arts Administration

Required Skills:

Superior communication and organizational skills, Microsoft Office products and social media administration

Desired Skills:

Customer service, sales and event coordination experience

Compensation:

\$8.00 per hour, plus overtime

Time Commitment: Full-time for 13 weeks, with preferred start date in mid-May. Frequent evening and weekend hours will be part of the commitment. Start and end dates are negotiable.

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
Attn: Toni Talley, Group Sales Coordinator
4600 Starlight Road, Kansas City, MO 64132-2032
816-997-1137
toni.talley@kcstarlight.com
www.kcstarlight.com