# Information Systems Intern
# Summer 2019

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| **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 Information Systems Intern will work with the Information Systems staff to provide computer and networking support for Starlight's administrative and ticketing operations.Daily activities include providing basic desktop support to Windows users, assisting IS staff in troubleshooting network issues, and performing routine procedures such as backups and computer maintenance. The ideal candidate will have experience working in a Windows client/server environment and be familiar with Microsoft Office applications. |
| **Majors Desired:** | Computer Engineering, Computer Science, Business Administration |
| **Requirements:** | Willing to work weekends and evenings during events; demonstrate strong communication skills, high energy, customer service skills and attention to detail |
| **Required Computer Skills:** | Familiar with Windows client/server environment, Microsoft Office, and IP networking principles |
| **Compensation:** | $9.50 per hour, plus overtime |
| **Time Commitment:** | 25 to 40 hours per week. Start and end dates are negotiable. The position may begin as early as mid-April if candidate's schedule permits and would extend through end of July. Additional part-time work through mid-September is possible if candidate's schedule permits. 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
Attn: Bill Waugh, Vice President of Information Systems and Concerts
4600 Starlight Road, Kansas City, MO 64132-2032
816-997-1118
bill.waugh@kcstarlight.com
www.kcstarlight.com