



Production Interns 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:

Production Interns will be assigned to one area of emphasis but will also assist with general intern duties. These general duties may include, but are not limited to, picking up company cars, transporting cast members, running errands, assisting with rehearsal preparation and assisting other Starlight departments when needed.

Production Intern Positions:

- **Production Assistant**

The intern will assist Starlight's Director of Production and Company Manager in coordinating and managing a self-produced musical. A theatre background is required, along with management and administrative skills. Intern activities will include assisting with technical elements; finding and purchasing equipment and supplies; and arranging travel for actors and artists. This fast-paced internship provides exposure to the many elements of Starlight and professional theatre in general.

Time Commitment: 4 weeks, full-time (May 20-June 17); schedule includes evenings and weekends as needed

Compensation: \$8.00 per hour, plus overtime

- **Stage Management**

The intern will assist professional Equity stage managers in preparing and running all rehearsal spaces, developing necessary paperwork and other production duties. Applicant must be highly motivated, detail-oriented, possess extensive organization skills, work calmly under pressure, and have real stage management experience.

Time Commitment: 4 weeks, full-time (May 20-June 17); schedule includes evenings and weekends as needed

Compensation: \$8.00 per hour, plus overtime

- **Props and Scenic Art**

The intern is the primary source for collecting, purchasing and building props for Starlight productions and maintaining the visual integrity of scenery on the Starlight stage. The intern will work closely with the Director of Production and Stage Management during the staging process of a self-produced musical.

Applicants should have experience as a props master or designer, be very familiar with the Kansas City metro area, have dependable transportation, and be experienced in carpentry and scenic painting.

Time Commitment: 4 weeks, full-time (May 20-June 17); schedule includes evenings and weekends as needed

Compensation: \$8.00 per hour, plus overtime

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 these positions:

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