

Bob Rohlf Internship Program Starlight Theatre (An Equal Opportunity Employer) Spring 2020 Application Instructions



The deadline to apply for the Marketing Communications Internship is Monday, October 7, 2019*

*Materials will not be accepted after 11:59 p.m. on the indicated date.

In order for your application to be considered complete, you must submit the following:

- a. Completed application (available for download at www.kcstarlight.com/internships)
- b. Cover letter which includes answers to the following:
 - Why have you chosen to apply for an internship at Starlight Theatre?
 - What qualities, skills and interests make you a viable candidate?
 - What are your career goals?
 - How will an internship at Starlight Theatre help you to achieve your career goals?
- c. Résumé

For the **Marketing Communications** position, applicants must also submit three writing and/or design samples from previous employment, internships or coursework. If you are called to interview for the internship, you will be asked to bring a portfolio of work samples.

E-mail submission is required. When submitting electronic materials, please use the following formats for your file names:

Last name – application

Last name – cover letter

Last name – résumé

Last name – sample 1 (2 or 3 as is applicable for the Marketing Communications position)

Submit your materials directly to the hiring party for the relative position (contact information on the following page). The hiring party 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.

If your application materials are incomplete, you will be notified by the hiring party. You will then have until the deadline date to submit all remaining materials or your application will not be considered and you will receive no further contact.

NOTE: Starlight Theatre does not provide housing or transportation for interns. Securing these for the duration of the internship is the sole responsibility of the intern. Please also note that although Starlight Theatre will hire international students, the organization will not sponsor a work visa.

If you have questions about the internship itself (not candidate status), contact the hiring party directly with your inquiry.

For general questions about the Bob Rohlf Internship Program, contact education@kcstarlight.com.

Hiring Party Contact Information:

Submit your materials via e-mail directly to the person listed on the position for which you are applying. If you wish to apply for more than one position, submit a complete set of application materials to each affiliated hiring party.

Marketing Communications:

Starlight Theatre Association of Kansas City
Attn: Rachel Bliss, Communications Manager
4600 Starlight Road, Kansas City, MO 64132-2032
816-997-1151/ fax 816-361-6398
rachel.bliss@kcstarlight.com