

Accounting Intern - Summer 2027

About Starlight:

Starlight is Kansas City's oldest and largest outdoor performing arts organization, stewarding a \$20M+ annual budget and a year-round staff of 45+ full-time employees alongside hundreds of seasonal team members and volunteers. At a civic treasure and cultural destination, Starlight presents Broadway musicals, concerts, special events, and community programming that collectively reach hundreds of thousands of guests each year through more than 100 events annually.

Position Description:

This internship will take place entirely in person at the Starlight Theatre campus. The Accounting Intern will assist in select accounting functions at Starlight working primarily in accounts payable, revenue, and concessions systems. Typical tasks include payables & deposit data entry, cash processing, reconciliations, preparation of schedules and charts, filing, document digitizing, and assisting with financial reporting.

Required Computer Skills: Windows, Excel, Word Processing

Desired Computer Skills: Acumatica financial management software knowledge is a plus but not required.

Compensation: \$15.00 per hour

Time Commitment: Full-time position from mid-May to mid-August. Preferred start date is Monday, May 17, 2027. Potential to hold over on a part-time seasonal basis.

Application Deadline: Monday, January 11, 2027.

Application Process:

1. **Visit our website:** <http://www.kcstarlight.com/internships>
2. **Submit your application, cover letter, resume, and any other supporting materials through our online portal.** A link to the online application can be found at www.kcstarlight.com/internships starting on Thursday, October 1, 2026.
3. **Wait to be contacted.** Each recipient will receive confirmation of their application submission immediately after it's submitted online. However, hiring managers will not review candidates' materials until *after* the application deadline has passed so that all students can be considered for employment in an equitable fashion. Following the deadline, all applicants will be contacted with an update on their application's status.

- 4. If you are selected for an interview, we may conduct it in person at the theatre or via an online entity.**

Important information about this position:

Starlight Theatre Association is an Equal Employment Opportunity organization. We evaluate qualified applicants without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, protected veteran status, and other statuses protected by law.

Starlight is working toward embedding its mission and core values within every aspect of our organization. We support an environment that values and respects the experiences and contributions of its employees, volunteers, partners and community members. We encourage and welcome applicants of groups that are historically underrepresented in the American theatre industry.

We warmly welcome and encourage all applicants to apply. Please note that housing arrangements will need to be secured independently, as they are not provided through the Starlight internship.

For more information on this position:

Starlight Theatre Association of Kansas City
Attn: Baylee McMillin, Accounting Manager
4600 Starlight Road, Kansas City, MO 64132
816-997-1132
baylee.mcmillin@kcstarlight.com