

Donor Communications 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 Donor Communications Intern collaborates with the Grants and Donor Communications Manager on initiatives including donor and prospect research; donor communications and outreach (acknowledgment letters, thank-you notes, emails and invitations); gift solicitation and donor stewardship projects; grant research and proposals; and special events (fundraisers, raffles, private receptions). The intern also maintains donor records in Tessitura, Starlight's donor and ticketing database, and assists with data entry, mailings and filing. No fundraising background is required — clear writing, comfort with people and discretion with confidential information matter more. Past interns have come from communications, public relations, journalism, nonprofit management, hospitality, event management, and theatre.

Computer Skills: *Required* - Windows, Microsoft Office (Word, Excel, Outlook, PowerPoint).
Desired - Tessitura or another donor management database (Raiser's Edge, Salesforce, etc.)

Salary: \$15.00 per hour

Time Commitment: Full-time position, 13-17 weeks, with a preferred start date of Monday, May 17, 2027. Evening and weekend hours are part of the commitment. These include staffing the Donor Lounge, plus pre-show and intermission receptions, during all summer Broadway shows that occur within the internship term.

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: Cody Walls, Grants & Donor Communications Manager
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