

Information Systems 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 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 computer support for desktop and laptop users, troubleshooting network issues, and performing routine procedures such as computer and printer maintenance. Event night duties include supporting the ticketing office and ticket-scanning staff to ensure proper access control into the venue. The role will also include deploying computer and networking hardware as needed throughout the summer, and providing user equipment training when necessary. The ideal candidate will have experience working with Windows, Mac, and Android OS environments, a basic understanding of networking principles, and be familiar with Microsoft Office applications.

Requirements: Willing to work weekends and evenings during events; demonstrates strong communication skills, customer service skills, and attention to detail

Required Computer Skills: Familiarity with Windows and Mac OS environments, Microsoft Office, and IP networking principles

Compensation: \$15.00 per hour

Time Commitment: 25 to 40 hours per week. Preferred start date is Monday, May 17, 2027, continuing through early August. Additional part-time work through mid-September is possible if the candidate's schedule permits. Evening and weekend hours will be part of the commitment.

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: Owain Howell, Information Systems Manager
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