

Special Events 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:

Two Special Events Interns will be hired to work directly with Starlight's Special Events Manager and Starlight's Programming Team. These roles will provide hands-on experience assisting with special events throughout the summer season, including private event rentals, Broadway pre-show activations, performances across Starlight programming, the end-of-summer intern lunch, Starry Night, and the Starlight Gala. The Special Events Intern will support internal efforts with scheduling site visits, vendor/community partner management, event logistics, pre-show show activation planning, and overall management and development of Starlight Special Events day-of coordination. Participation in internal and external collaboration to provide support to the overall success of Starlight's special events and programming. These duties will also extend to any of Starlight's external private event rentals.

Other duties involve assisting with contracting, creating day-of event sheets, and logging event recap notes. This position will build relationships with vendors/community partners, coordinate with Starlight's marketing team to develop event-related materials such as pre-show activation material and venue rental information, and work alongside Starlight's Guest Experience, Catering, and Production teams to ensure accurate layouts, equipment needs, catering needs, and more.

In addition to duties directly related to Special Event coordination, the intern will have the opportunity to contribute to projects, events, and other activations within the larger Programming team. The Programming team is responsible for the planning and oversight of all performance, community, and special event activations within the venue. As part of this role, the intern may collaborate directly with the Broadway, Concert, and Community Engagement departments at Starlight. Not all duties of this position are explicitly listed in this description, and there may be other duties as assigned.

Required Computer Skills: Familiarity with Microsoft Suite including but not limited to: Word, Excel, Outlook, and PowerPoint

Other Requirements: Strong written and verbal communication skills, strong work ethic, detail-orientation, and a self-starting attitude. Ability to work both independently and as part of a team. ***Must have own reliable transportation.***

Compensation: \$15.00 per hour

Time Commitment: Full-time position, 13 weeks. Preferred start date is Monday, May 17, 2027, and continuing to early August. Must be able to work evenings and weekends. A typical schedule revolves around office hours and working each special event and Broadway show as needed.

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: Trinidy Thompson, Special Events Manager
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