



Community Engagement Intern - Summer 2024

About Starlight:

Opened as a theatre in 1950 and a nonprofit organization in 1951, Starlight provides inspiring, one-of-a-kind experiences to its patrons with Broadway musicals, concerts, indoors shows, and community engagement programming including classes, scholarships and Starlight's Blue Star Awards. Starlight also takes a holistic approach to embracing the importance of inclusion, diversity, equity and access, and values the uniqueness of our employees and community. Located on 16 acres in Swope Park, the historic, city-owned venue includes rehearsal halls, club area for dining, concessions, gardens, fountains and a 10-story, climate-controlled stage.

Position Description:

This internship will take place entirely in person at the Starlight Theatre campus. The Community Engagement Intern will work closely with full-time community engagement staff members while focusing on planning, preparation and implementation of programming throughout the summer, including the Blue Star Awards, Starlight Stars, Bob Rohlf Internships, Just Imagine and other initiatives. The intern will work directly with students, parents/guardians, and community members.

An ideal candidate will have experience working directly with students and community members in an educational environment (preferably theatre-related). They should also have excellent skills in organization as well as strong written and verbal communication skills. The ability to multi-task in a fast-paced environment while giving attention to detail is important. They should enjoy working with students of all ages and excel in customer service. This position will also assist in furthering the Community Engagement department's inclusion, diversity, equity and access (I.D.E.A.) initiatives. A background and/or interest in I.D.E.A. initiatives is valuable.

Required Computer Skills:

Windows, Outlook, Word and Excel

Compensation:

\$15.00 per hour

Time Commitment:

Full-time position, 13 weeks. Preferred start date is Monday, May 20, and continuing to early August. Some early morning, evening and weekend hours will be part of the commitment.

Application Deadline: Monday, January 15, 2024 (Early application is preferred.)

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 October 23, 2023.
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 inclusion, diversity, equity and access 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.

For more information on this position:

Starlight Theatre Association of Kansas City
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