

Donor Relations Intern - Summer 2024

About Starlight:

Starlight Theatre is the largest and oldest continually operating performing arts organization in Kansas City and the second-largest outdoor producing theatre in the country. Opened as a theatre in 1950 and as a nonprofit organization in 1951, Starlight presents and produces Broadway musicals and concerts while offering extensive community outreach and educational programming. 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, the Starlight 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 Donor Relations Intern will work with the Philanthropy Department on initiatives including relationship building and donor cultivation, grant research and proposals, and special events. Duties will include research and writing, special event assistance, donor and ticketing database work, and some clerical work (acknowledgment letters, mailings, data entry and filing). The intern will demonstrate public relations and communications skills by greeting donors at performances, private receptions and similar donor-cultivation and stewardship events.

Computer Skills:

Required - Windows, Microsoft Office (Word, Excel, PowerPoint).
Desired - Tessitura or other donor management database system

Salary:

\$15.00 per hour

Time Commitment:

Full-time position, 13-17 weeks, with a preferred start date of May 20, 2024. Evening and weekend hours will be part of the commitment, to include pre-show and intermission receptions during all summer Broadway shows that occur during the internship term.

Application Deadline:

Monday, January 15, 2024

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
Attn: Megan McCranie, Database Coordinator
4600 Starlight Road, Kansas City, MO 64132-2032
816-997-1153
megan.mccranie@kcstarlight.com