

Graphic Design 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 Graphic Design Intern will have the unique opportunity to gain hands-on experience with Starlight's Marketing Department during the Broadway and Concert seasons. This intern will work in a fast-paced environment and collaborate on a broad base of projects. Candidates must demonstrate strong creative thinking and graphic design skills and pay close attention to detail. The Graphic Design Intern will assist, as needed, with other departments and at select special events.

Duties: Duties will include, but are not limited to, creating graphics for social media, blog posts, calendar listings, program pages, sponsor wrap-up books and in-venue signage; brainstorming and creating promotional efforts, guerrilla marketing initiatives and collateral; and creating community engagement, philanthropy and other department-specific collaterals.

The Graphic Design Intern also will assist with multiple duties in advance of and on Broadway and Concert show nights to include ensuring in-venue signage is operating; assisting with sponsor, media and other partner promotions; venue photography; documentation of sponsor recognition; and escorting photographers.

Required Skills: Adobe InDesign, Adobe Photoshop, macOS, Windows, Microsoft Office products and Internet usage

Preferred Skills: Additional Adobe Creative Suite programs, HTML, Photography

Other: Must have a valid driver's license and reliable transportation; knowledge of and an affinity for Broadway musicals is a plus

Compensation: \$15.00 per hour

Time Commitment: Full-time (40+ hours per week), 12-13 weeks, with a preferred start date of Monday, May 20. Some evening and weekend hours will be part of the commitment. Start and end dates are negotiable.

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 your three best design samples 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: Grace Linn, Graphic Designer
4600 Starlight Road, Kansas City, MO 64132-2032
816-997-1143
grace.linn@kcstarlight.com