



Information Systems 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 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 basic desktop support to Windows users, assisting IS staff in troubleshooting network issues, and performing routine procedures such as backups and computer maintenance. The ideal candidate will have experience working in a Windows client/server environment and be familiar with Microsoft Office applications.
Requirements:	Willing to work weekends and evenings during events; demonstrates strong communication skills, high energy, customer service skills and attention to detail
Required Computer Skills:	Familiar with Windows client/server environment, 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 20, continuing through early August. Additional part-time work through mid-September is possible if candidate's schedule permits. 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
Attn: Bill Waugh, Vice President of Concerts and Information Systems
4600 Starlight Road, Kansas City, MO 64132-2032
816-997-1118
bill.waugh@kcstarlight.com