

## Venue Operations 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:**

Two Operations Interns will be hired to work in Starlight's Operations Department, supporting all venue event and facility operations. Interns will coordinate closely with Starlight's Vice President of Operations, Facilities Manager and House Managers. Because the Operations Department is ultimately responsible for each and every Starlight guest's experience, these interns must be highly customer service oriented as they play a prominent role in day-to-day operations.

Interns will participate in event night personnel management, guest communication programs, sourcing parts and supplies, and coordinating and overseeing event-day operations (volunteers, parking, security, etc.). Interns also play a key role in pre-event setup and post-event breakdown, coordination and interaction of volunteer groups and event staff, quality control, and participation in Starlight's Emergency Response Plans and associated training programs. Various additional roles under the umbrella of the Operations Department will be required of the selected candidates.

### **Requirements:**

Our most successful interns are curious, energetic, results-oriented, attentive to details, effective at multi-tasking, well-organized, and ready for the long hours and late nights inherent in the entertainment industry. Experience in a facility or venue management setting is helpful but not required. The desire to work hard in a rapidly changing environment under all weather and stress conditions is a requirement of this position. Additionally, our pursuit of a world-class guest experience requires that our interns demonstrate exemplary listening skills and grace under pressure, as well as feel at ease addressing guests and associates (including staff, volunteers, vendors and others) individually or in large groups.

**Compensation:** \$15.00 per hour

**Time Commitment:** Position will be full-time, with day and evening/night hours. Preferred start date is Monday, May 20, continuing through mid-August.

**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](http://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:**

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