

## Private Events 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 position will work directly with Starlight's Private Events Coordinator and will involve assisting with internal special events of various sizes such as the Starlight Gala, Blue Star Awards, civic events, Broadway show groups, Board alumni events and more. The Private Events Intern will support internal efforts with site planning, vendor management, logistics, and overall event management as well as assist with management and development of Starlight Private Events day-of coordination. These duties will also extend to any of Starlight's external private event rentals. Other duties involve assisting with day-of run-of-show creation and implementation as well as logging event recap notes and participating in internal collaboration to provide solutions to challenges. This position will build relationships with vendors, coordinate with Starlight's marketing team to develop event-related materials including venue rental information, food and beverage information and in-event signage, and work alongside Starlight's operations and A/V teams to ensure accurate layouts, equipment needs, catering needs and more. Other duties will be involved as assigned.

**Required Computer Skills:**

Familiarity with Microsoft Suite including but not limited to: Word, Excel, Outlook, and PowerPoint

**Other Requirements:**

Strong written and verbal communication skills, strong work ethic, detail-orientation, and a self-starting attitude. Ability to work both independently and as part of a team. Must have own transportation.

**Compensation:**

\$15.00 per hour

**Time Commitment:** Full-time position, 13 weeks. Preferred start date is Monday, May 20, and continuing to early August. Must be able to work evenings and weekends.

**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:**

Starlight Theatre Association of Kansas City  
Attn: Anna Gicinto, Private Events Coordinator  
4600 Starlight Road, Kansas City, MO 64132-2032  
816-997-1158  
[anna.gicinto@kcstarlight.com](mailto:anna.gicinto@kcstarlight.com)