

Sales & Marketing 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:

Starlight’s Sales & Marketing intern will focus on sales and follow-up customer service for Broadway tickets, concert season ticket holders, and private events for large groups. The intern will also work on special events management and community outreach efforts and assist, as needed, with Community Engagement Department projects and special events. The Sales & Marketing Intern must demonstrate strong communication and customer service skills, pay close attention to detail, and be willing to work evenings and weekends.

Sales & Service Duties:

Duties will include sales prospecting for Broadway groups and corporate sales, concert season ticket holders and potential clients for private events, customer service follow-up, invoicing clients, fulfilling ticket orders, tracking sales and revenue and facilitating group show attendance experiences. During events, the intern will play a key role with setup of private group functions, VIP events, greeting group leaders and guests, as well as directing them to onsite dinner locations and venue tours. The intern will also manage logistics for Starlight’s Spotlight Stage when community troupes perform prior to Broadway shows.

Required Skills:

Superior communication and organizational skills, Microsoft Office products and social media administration

Desired Skills:

Customer service, sales and event coordination experience, flexibility and creativity. Photoshop is a plus.

Compensation: \$15.00 per hour

Time Commitment: Full-time for 13 weeks, with preferred start date of Monday, May 20. Frequent 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 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
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