

## Summer 2024 Application Instructions

Thank you for your interest in a summer 2024 Bob Rohlf Internship with Starlight! In order for your application to be considered complete, you must submit the following through our online portal by the deadline date noted on each internship's description:

- Completed application, which can be accessed at [kcstarlight.com/internships](https://kcstarlight.com/internships)
- Résumé
- Cover letter that includes answers to the following:
  - Why have you chosen to apply for an internship at Starlight Theatre?
  - What qualities, skills and interests make you a viable candidate?
  - What are your career goals?
  - How will an internship at Starlight Theatre help you to achieve your career goals?

Some internships require additional materials:

For the **Graphic Design** and **Multimedia** positions, applicants must also submit three design and/or multimedia samples from previous employment, internships or coursework. If you are called to interview for the Graphic Design internship, you will be asked to bring a portfolio of work samples.

For the **Donor Relations** position, applicants must also submit a 1-3 paragraph response to a prompt regarding the importance of fundraising for the arts or for Starlight specifically.

Online submission is required. When submitting electronic materials, please label your attachments with your last name and the name of the document you are submitting. For example: "Smith – Cover Letter"

If you wish to apply for more than one position, please submit a separate application and supporting materials for each position of interest. After applying, applicants will receive a reply acknowledging the receipt of their materials, and their materials will be forwarded to the position's hiring manager. We strive to complete the hiring process in as timely and efficient a manner as possible and will begin reviewing all applicant materials shortly after the deadline date.

If your application materials are incomplete upon initial submission, you will be notified by a Starlight representative. You will then have until the deadline date to submit all remaining materials. Students who do not submit all required application materials by the deadline date will not be considered and will receive no further contact.

*NOTE: Starlight Theatre does not provide housing or transportation for interns. Securing these for the duration of the internship is the sole responsibility of the intern. Please also note that although Starlight Theatre will hire international students, the organization will not sponsor a work visa.*

For general questions about the Bob Rohlf Internships Program, contact [internships@kcstarlight.com](mailto:internships@kcstarlight.com).