



Concert/Rock the Light Intern Summer 2009

- Mission Statement:** Starlight Theatre Association of Kansas City, Inc. is a not-for-profit corporation that presents first quality professional entertainment and arts education to diverse audiences, while building an appreciation for the performing arts, and preserving and enhancing the Starlight venue for future generations. Starlight is committed to family-oriented entertainment at affordable prices, with a focus on musical theatre.
- Position description:** This intern will assist the administrative, production and marketing staff in coordinating activities related to Starlight's summer concert series and Rock the Light festival. Specific duties will include coordinating communications with Starlight partners and vendors, assisting in the creation and distribution of marketing materials, assisting with planning event-day activities, and assisting in the execution of event-day activities. This position will be required to work some evenings and weekends as well as Labor Day weekend.
- Majors Desired:** Music, Business Administration, Marketing
- Requirements:** Willing to work weekends and evenings during events, possess strong communication skills, high energy, detail oriented and have strong customer service skills
- Required Computer Skills:** Familiar with Windows, Word, Excel, and Outlook
- Salary:** \$250 per week
- Time Commitment:** Full-time, 11 weeks, with start date in June through Labor Day weekend. Evening and weekend hours will be part of the commitment. Start date is negotiable.
- Application Method:** Email, Fax and Mail
- Application Deadline:** March 27, 2009
- Application Materials:** Completed Intern Application found at www.kcstarlight.com, Resume, and Cover Letter

For more information on this position:

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