



Event Planning Intern Spring 2009

- Mission Statement:** EPIC Entertainment, Inc. is a wholly owned subsidiary of Starlight Theatre Association of Kansas City, Inc. which provides event coordination and planning services to a number of corporate, public and private events. Services are offered in the Kansas City Metropolitan area as well as nationally. The events are held at a variety of locations including Starlight Theatre, hotels and convention centers.
- Position Description:** The intern will assist the EPIC Production team, specifically the Event Producers and Coordinators, with various events on schedules, rental orders, event ideas and themes, onsite event coordination and rehearsal. This internship will help you learn about the many aspects that go into coordinating an event from concept to completion. The intern will be exposed to coordinating all aspects of an event like scheduling deliveries and renting tables and chairs, to coordinating the audio/visual and technical components, to bringing all of the entertainment and themes together.
- Majors Desired:** Marketing, Event Management, Theatre Arts, Business or related majors
- Positions Available:** Event Marketing, IT, Event Coordination
- Requirements:** GPA minimum: 3.0. Must possess strong written and oral communication skills, be detail oriented, and self-starting. Must be familiar with Word, Outlook, Excel and Power Point. Must have own transportation.
- Compensation:** College credit OR \$600.00 stipend.
- Time Commitment:** Position requires at LEAST 2 full days a week without evening conflicts, as well as assistance at 3 coordinated events agreed upon prior to the start of internship (may fall on a weekend or evening not in the regular internship schedule). Internship runs for 12 weeks. Starting and ending dates are negotiable around classroom schedules.
- Application Method:** Email, Fax and Mail
- Application Deadline:** January 15, 2009

Application Materials:

Completed intern application found at www.kcstarlight.com, Resume and Cover Letter. Please note in your cover letter which position/emphasis you are interested or qualified for, and your available start date.

For more information on this position:

EPIC Entertainment, Inc.
Attn: Lindsey Rood, Event Coordinator
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