



Group Sales 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:	The intern will work with Group Sales focusing on ticket sales for the 2009 Broadway season at Starlight Theatre. Duties will range from preparing for sales meetings and assisting/attending group sales meetings and pitches. Office duties will include administrative work for completing group sales (printing invoices, preparing ticket packages, faxing group catering menus, sending potential groups marketing materials). The student will also have the opportunity to demonstrate his or her best public relations skills at the theatre - greeting the groups at performances, directing groups to the VIP Club and to backstage tours, and other on-site group sales duties.
Majors Desired:	Business, Communications, Marketing
Required Computer Skills:	Windows, Microsoft Office (Word, Excel)
Salary:	\$250 per week
Time Commitment:	Full-time, 11 weeks, with start date at the end of May. Some evening and weekend hours will be part of the commitment. Start and end dates are 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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