



**Information System Intern
Summer/Fall 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 work with the Information Systems staff to provide computer and networking support for Starlight's administrative and ticketing operations. Daily activities include providing basic desktop support to Windows users, assisting the I.T. staff in troubleshooting network issues, and performing routine procedures such as backups and computer maintenance. The ideal candidate will have experience working in a Windows client/server environment and be familiar with Microsoft Office applications.

Majors Desired:

Computer Engineering, Computer Science, Business Administration

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 client/server environment. Familiar with Microsoft Office. Familiar with IP networking principles.

Salary:

\$12.50 an hour

Time Commitment:

Full-time from June 15-August 15, then part time from August 16-September 30. Evening and weekend hours will be part of the commitment. Starting and ending dates are negotiable.

Application Method:

E-mail, Fax and Mail.

Application Deadline:

June 5, 2009

Application Materials:

Completed Intern Application found at www.kcstarlight.com, Resume and Cover Letter.

For more information on this position:

Starlight Theatre Association of Kansas City
Attn: Bill Waugh, IS and Concerts Director
4600 Starlight Road, Kansas City, MO 64132-2032
816-997-1118
bill.waugh@kcstarlight.com
www.kcstarlight.com