



Operations Co-op 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 Co-op will assist the Director of Operations and Operations Management in all phases of operations at Starlight Theatre's facility. Typical duties may include scheduling, managing budgets, acquiring bids from sub-contractors for various projects, ordering and picking up parts and supplies, and managing our security badge system. The student will assist in identifying and correcting potential safety issues, learn the functionality of our parking, security and food service operations, supervise housekeeping crews, and various other tasks as they arise that will enhance the "Guest Experience."
Majors Desired:	Construction Management, Facility Management, Hotel and Restaurant Management, Business Management, Safety Management or similar majors
Requirements:	Willing to work weekends and evenings during events, possess strong written and oral communication skills, detail oriented, possess a technical mind, understand safety concerns, and self-starting
Salary:	\$11 per hour
Time Commitment:	Position will be full-time, with day and evening hours, from June to late August. Starting and ending dates are negotiable around classroom schedules.
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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