



Production Interns, Various 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: Interns will be assigned to one area of emphasis but will also assist with general intern duties as well. These duties might include (but are not limited to) picking up company cars, transporting cast members, running errands, helping with community chorus rehearsals, assisting with rehearsal preparations and being flexible in helping other Starlight employees when needed. The intern will also be given the opportunity to learn first hand the inner workings of all aspects of Starlight Theatre.

Production intern positions:

- **Production Management** -This intern will assist the Production Management team by helping coordinate and oversee the local talent, assist with technical elements of produced shows, be responsible for finding and purchasing equipment and supplies and generate paperwork and schedules. This is a fast paced internship with a lot of exposure to the many different elements of Starlight Theatre.

Production Internship Period: June 22-August 16

- **Properties** – The Properties Intern is the primary source for collecting, purchasing and building props for Starlight productions. This intern will work closely with the Production Manager and the Director, along with the Production Management Intern, and coordinate with the Properties Department Head during the staging process of a musical. Applicants should have experience as a Props Master or Designer, be very familiar with the Kansas City Metro area, have dependable transportation, and experience in stage carpentry and painting.

Properties Internship Period: June 23-July 20

- **Sound** - The two main duties of this internship include working with the designer to edit sound cues and to run the sound system for the pre-show entertainment. Other duties include assisting with installation and maintenance of the sound system, working with various aspect of the designer's plot, assisting in the set-up of live music concerts and completing sound related errands.

Sound Internship Period: June 23-August 16

- **Music Directing** - It is crucial that this intern have past musical training experience. Duties include duplicating music, note taking, charting orchestra parts, attending rehearsals and most importantly, working with the director and musical director for each produced show.

Music Directing Internship Period: June 23-July 20

- **Stage Management** - This intern will assist in preparation of all rehearsal spaces, develop necessary paperwork that is generated by stage management and will assist in other areas of production as well. Applicant must be highly motivated, detail oriented, possess extensive organization skills and work calmly under pressure along with having real stage management experience.

Stage Management Internship Period: June 23-July 20

- **Directing Intern** - This intern will assist the Director for any Starlight production. Duties may include taking notes and developing blocking annotation, assisting stage management in setting up rehearsal spaces, coordinating meetings and facilitating communication between a director and production, working with actors during rehearsal periods and providing scheduling and communication assistance with the acting and production personnel. Duties may also include working with local talent and the community chorus. Applicant must have assistant directing or directing experience and have a good grasp of theatre production in general.

Directing Internship Period: June 23-July 20

Salary:	\$250 a week
Time Commitment:	Full time, including evenings and weekends as needed. Please see "Internship Period" information above for specific dates.
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 these positions:

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