



Ticket Services Intern - Summer 2025

About Starlight:

Opened as a theatre in 1950 and a nonprofit organization in 1951, Starlight provides inspiring, one-of-a-kind experiences to its patrons with Broadway musicals, concerts, indoor performances for young audiences, and community engagement programming including classes, scholarships and Starlight's Blue Star Awards. Starlight also takes a holistic approach to embracing the importance of inclusion, diversity, equity and access, and values the uniqueness of our employees and community. Located on 16 acres in Swope Park, the historic, city-owned venue includes rehearsal halls, club area for dining, concessions, gardens, fountains and a 10-story, climate-controlled stage.

Position Description:

This internship will take place entirely in person at the Starlight Theatre campus. The Ticket Services Intern will work closely with full-time and part time Ticket Services staff members while focusing on sales research development, written and verbal customer service skills, and some in venue activations including some surprise and delight experiences for our patrons. This intern will assist all full-time ticket services roles to get a well-rounded view of the inner workings of a ticket office.

An ideal candidate will have experience working in databases or a CRM system (preferably ticketing). They should also have excellent skills in organization as well as strong written and verbal communication skills. The ability to work in a busy and loud environment while giving attention to detail is important. They should be flexible and enjoy learning and exploring different roles. This position offers a comprehensive experience within the Ticket Services department and benefits from a multifaceted skill set. As a team we strongly value our organization's inclusion, diversity, equity and access (I.D.E.A.) initiatives and imbed those values in everything that we do.

Required Computer Skills:

Windows, Outlook, Word and Excel, CRM systems

Compensation:

\$15.00 per hour

Time Commitment:

Full-time position, 13 weeks. Preferred start date is Monday, May 19, 2025, and continuing to early August. Some early morning, evening and weekend hours will be part of the commitment.

Application Deadline: Wednesday, January 15, 2025.

Application Process:

- 1. Visit our website:** <http://www.kcstarlight.com/internships>
- 2. Submit your application, cover letter, resume, and any other supporting materials through our online portal.** A link to the online application can be found at www.kcstarlight.com/internships starting on Monday, October 14, 2024.
- 3. Wait to be contacted.** Each recipient will receive confirmation of their application submission immediately after it's submitted online. However, hiring managers will not review candidates' materials until *after* the application deadline has passed so that all students can be considered for employment in an equitable fashion. Following the deadline, all applicants will be contacted with an update on their application's status.
- 4. If you are selected for an interview, we may conduct it in person at the theatre or via an online entity.**

Important information about this position:

Starlight Theatre Association is an Equal Employment Opportunity organization. We evaluate qualified applicants without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, protected veteran status, and other statuses protected by law.

Starlight is working toward embedding inclusion, diversity, equity and access within every aspect of our organization. We support an environment that values and respects the experiences and contributions of its employees, volunteers, partners and community members. We encourage and welcome applicants of groups that are historically underrepresented in the American theatre industry.

For more information on this position:

Starlight Theatre Association of Kansas City
Attn: Cindy Fasl, Director of Ticketing
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