

Facilities Management Intern

Kauffman Center for the Performing Arts is seeking an enthusiastic intern who is looking for hands-on facilities maintenance and management experience in a fast-moving environment.

Timeframe:

Internships are 10-12 hours per week with the potential for select evening or weekend events. Dates may be flexible to accommodate school schedules; **please indicate availability in a cover letter.**

- **Summer internships** are from mid/late May thru mid/late August.
- **Fall internships** are from early September thru early December.
- **Spring internships** are from early-February thru early-May.

The right candidate:

- Is flexible, dependable, detail-oriented and self-starting.
- Has strong written and verbal communication skills.
- Has experience with facility operations, facility software, PowerPoint, Excel, Word and emailing.

Preference may be given to candidates who meet one or more of the following criteria:

- Is enrolled in or has very recently completed a college degree in Facilities Management, Architecture, Interior Design, Engineering or Construction Science.
- Has previous work experience in the fields of Facilities Management, Engineering, Construction or similar.
- Has experience with design software such as Revit or AutoCAD (not required).

Responsibilities:

- Assist with facility operations.
- Coordinate and help plan facility operations for the Kauffman Center's annual Future Stages Festival.
- Shadow engineering projects and maintenance.
- Complete annual furniture, fixtures and equipment inventory.
- Become familiar with building operating systems.
- Utilize facility maintenance software.
- Learn facility custodial scheduling and procedures.
- Attend event planning and facility operations meetings.
- Schedule EMS services for events.
- Process invoices and account coding.
- Filing, data entry and other administrative duties as assigned.

The intern should be a local student who is available to work at the Kauffman Center. Flexibility for select evening and weekend events is expected.

Compensation:

Up to a \$1,500 stipend will be provided. Staff is also happy to help arrange for course credit.

The Kauffman Center for the Performing Arts seeks a diverse talent pool affording equal opportunity to all candidates without regard to race, color, age, religion, sexual orientation, gender identity, national origin, disability status, protected veteran status or any other characteristic protected by law.

Application process:

Please email a **1-page résumé and 1-page cover letter** to opendoors@kauffmancenter.org. No phone calls, please. All application items must be submitted as a complete package. In your **cover letter**, be sure to include why you want the position, relevant experience, computer skills and at least one professional reference. References will be checked, and interviews will be conducted.

Visit kauffmancenter.org/internships for **fall, spring and summer application deadlines**. If you are interested in being considered for more than one internship period, please specify that in your accompanying cover letter.