



Mission:

The Kauffman Center for the Performing Arts' vision is to enrich the lives of communities throughout the region, country, and world by offering extraordinary and diverse performing arts experiences.

Facilities Management Intern:

The Kauffman Center for the Performing Arts is seeking an enthusiastic individual who is looking for hands-on facilities maintenance and management experience in a fast-moving environment during the spring of 2017 (preferred April 17th – August 12th, 2017). Note: dates may be flexible to accommodate school schedules. All candidates should indicate availability in cover letter.

The right candidate:

- Can commit to a minimum of fifteen hours per week during the course of the internship with some flexibility for select evening and weekend events;
- 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 completed a college degree in Facilities Management, Architecture, 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 on 6/25/17
- 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 meetings;
- Attend facility operations meetings;
- Schedule EMS services for events;
- Process invoices and account coding;
- Filing, data entry and other administrative duties as assigned.

Compensation:

This internship is unpaid, but staff will be pleased to assist in arranging course credit through your college or university.

Application process:

Please email a 1-page résumé and 1-page cover letter to: Joanna Polley at jpolley@kauffmancenter.org by April 10th, 2017. No phone calls, please. Additional materials, including writing or work samples, are welcome but not required. All application items must be submitted as a complete package. On your résumé, be sure to include why you want the position, relevant experience, computer skills, and three professional references. References will be checked and interviews will be conducted.