



Kauffman Center for the Performing Arts' vision is to enrich the lives of everyone in the community through extraordinary and diverse performing arts experiences.

Facility Sales and Events Intern:

Kauffman Center for the Performing Arts is seeking an enthusiastic, qualified individual to join the events and catering team for an internship. This individual will learn to manage events of all sizes amid a busy production schedule. This intern should be prepared to work in a fast-paced environment and will finish the internship having gained broad experience in various aspects of event sales, planning, catering and hospitality.

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

The right candidate:

- Is flexible, dependable, detail-oriented and self-starting.
- Strong organizational and time management skills with the ability to work on multiple projects.
- Has strong written and verbal communication skills with confidence in interpersonal interaction.
- Proficient in Microsoft Office, database management and social media.

Preference is given to candidates who meet the following criteria:

- Is enrolled in or has completed a college degree in Hospitality, Communications or Venue Management.
- Has previous work experience in the fields of sales, hospitality, events or catering.

Responsibilities:

- Work and collaborate with the Senior Director of Sales, Event Operations Manager and Event Coordinator as well as entire facility team on special events.
- Assist in responding to event inquiries.
- Communicate via email and phone to answer questions from potential and current clients.
- Help to plan, organize and execute events.
- Other administrative duties as assigned.

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: Sarah Milosevich at smilosevich@kauffmancenter.org by **Monday, Aug. 28, 2023**. 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.