Our Vision:
The Kauffman Center for the Performing Arts’ vision is to enrich the lives of everyone in our community through extraordinary and diverse performing arts experiences.

Facility Sales and Events Intern:
The Kauffman Center for the Performing Arts is seeking an enthusiastic, qualified individual to join the events and catering team for a spring internship (preferred June 1, 2022 – August 31, 2022). This individual will learn to manage events of all sizes in the midst of 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.

The right candidate:
- Can commit to a minimum of ten hours per week during the course of the internship with some flexibility for select evening and weekend events;
- Is flexible, dependable, detail-oriented, self-starting, and has a cheerful disposition;
- Strong organizational and time management skills, ability to work on multiple projects;
- Has strong written and verbal communication skills with confidence in interpersonal interaction;
- Proficient in: Microsoft Office, database management, social media.

Preference is given to candidates who meet the following criteria:
- Is enrolled in or has completed a college degree in Hospitality, Communication Studies or Venue Management;
- Has previous work experience in the fields of sales, hospitality, events, or catering;

Responsibilities:
- Directly work and collaborate with the Facility Sales Director and Facility Events Coordinator for Special Events and entire facility team;
- Assist in responding to event inquires;
- 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 on-site. The Kauffman Center has many COVID-19 safety precautions required when on-site. The precautions will be discussed further during the interview process. Flexibility for select evening and weekend events is expected.

Proof of full vaccination is required.

Compensation:
This is an unpaid internship, but staff is 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, April 4, 2022. 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.