



Event Services Internship

DPAC seeks Event Services Interns who will be responsible for assisting with the planning, development and execution of DPAC events, with a specific focus on providing administrative and operational help to the Management Assistant and General Manager. This position also assists with parking operations, guest services, meeting room and VIP events, and guest surveys. Selected candidates will gain work experience in all departments in the facility including business, operations, and marketing. The Event Services Intern should be self-motivated and a quick learner who exhibits leadership and communication skills. Interns should demonstrate an ability to manage multiple projects with minimal supervision and should be highly organized, possessing strong attention to detail.

Requirements:

- *Current enrollment at a college/university
- *Candidates must be based in the Triangle and have reliable transportation
- *Letter from school stating that intern will receive college credit for the internship
- *Must be able to bring a computer with you to work from
- *Ability to use Microsoft Office programs, including Microsoft Word and Excel
- *Ability to work at least 10-15 hours per week at DPAC with occasional availability for weekend and special events
- *Business/Marketing, Communications, or Parks/Recreation major preferred but not required.

Individuals interested in the Event Services Internship with DPAC should forward their resume, a brief cover letter and all applicable information regarding their college internship program to DPAC's Human Resources at hr@dpacnc.com. Please enter "Event Services Internship" as the subject line.

****Please note that due to the high volume of applications we receive only those candidates that move forward in the hiring process will be contacted for this position.***

Hiring Manager(s) for this Position:

Michael Colvin
Director of Event Services
mcolvin@dpacnc.com

Jenny Fornoff
Event Services Manager
jfornoff@dpacnc.com

DPAC also has internships available in Marketing& PR, Theater Management, Ticketing/Group Services and Corporate Partnerships. For more information on additional internship opportunities at DPAC, please visit dpacnc.com/internships.

ONLY AT DPAC!

123 Vivian Street | Durham, North Carolina 27701 | Phone: 919.688.3722 | DPACnc.com