



Theatre Event Management Internship

DPAC seeks Theater Event Management Interns responsible for assisting with the planning, development and execution of DPAC events, with a specific focus on providing administrative and operational help to the Director of Operations 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, marketing, food service, etc.

The Theater Event Management 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. (Undergraduate junior or senior preferred.)
- *Letter from school stating that intern will receive college credit for the internship.
- *Ability to use Microsoft Office programs, including Microsoft Word and Excel.
- *Availability to work at least 2-3 days a week at DPAC.
- *Business/Marketing, Dramatic Arts or Parks/Recreation major preferred but not required.

Please note, all interns must receive college credit. We are currently accepting applications for the fall of 2009. Interested applicants should email a resume and cover letter to CJones@DPACnc.com

If you prefer to mail your application, please submit a cover letter and resume to:

DPAC Internship Program

Attn: Cassie Jones

123 Vivian Street

Durham, NC 27701

Thanks for considering an internship at DPAC! We look forward to hearing from you.