



Community Outreach and Guest Experience Internship

DPAC seeks interns who will be responsible for assisting in the day to day operations of the Community Outreach and Guest Experience programs. Responsibilities include but are not limited to: assistance organizing [Triangle Rising Stars](#) showcase, tracking charity donations, assistance with ticket donation programs, front of house quality checks at select events and organizing/maintaining guest experience script documents.

The Community Outreach and Guest Experience 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
- *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, Dramatic Arts or Parks/Recreation major preferred but not required

Individuals interesting in the Community Outreach and Guest Experience Internship with DPAC should forward their resume, a brief cover letter and all applicable information regarding their college internship program to Megan Rindoks at mrindoks@dpacnc.com. Please enter "Community Outreach 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:

Megan Rindoks
Community Outreach and Guest Experience Manager
mrindoks@dpacnc.com
919.281.0588

DPAC also has internships available in Marketing, Programming, Event Services, Theater Management, Ticketing/Group Services and Technical Production. For more information on additional internship opportunities at DPAC please visit dpacnc.com/internships.