



## **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](mailto: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](mailto: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](http://dpacnc.com/internships).