



DURHAM PERFORMING ARTS CENTER

## Audience & Event Services Internship

The Audience & Event Services Intern will assist in the planning, development, and execution of DPAC events and their special operations. Tasks include but are not limited to...

### Tasks

- Develop content, create, and deploy weekly communications to Audience & Event Services team.
- Assist Director of Audience & Event Services in special projects and event activities.
- Organize meet and greets, photo ops, and VIP activation for select talent or tours.
- Maintain inventory of operations and event services supplies.
- Collaborate with Event Manager and Volunteer Coordinator on volunteer programs.
- Assist in planning event staff and volunteer appreciation events.
- Maintain staff recognition and rewards program under supervision of the Event Manager.
- Oversee venue preparation and work at various events including Broadway, Concerts, Comedy, and special events.
- Aid house managers with pre-show and venue preparations.
- Collaborate with other DPAC departments to build event plans and scheduling.
- Additional tasks and special projects are subject to be added based on performance.

### Requirements

- Current enrollment at a college or university
- Candidates must be based in the Raleigh-Durham area and have reliable transportation.
- Letter from school stating that intern will receive college credit for the internship.
- Proficiency to use Microsoft Office programs, including Microsoft Word and Excel
- Must possess a laptop or personal computer.
- Ability to work at least 15 hours per week at DPAC with availability for weekend and special events.
- Upon review, interns may be granted an extended opportunity based on merit and performance.

Individuals interested in the Audience & Event Services Internship with DPAC should apply online at [dpacnc.com/internships](https://dpacnc.com/internships).

Please note, all DPAC internships are unpaid and compensated through college credit.

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.

For applicants who demonstrate strong performance, an extended internship will be considered upon review.

Hiring Manager(s) for this Position:

Claire Myers

**Director of Audience & Event Services**

[Camyers@dpacnc.com](mailto:Camyers@dpacnc.com)