



Event Services Internship

DPAC seeks Event Services Interns who will be responsible for assisting the Department of Audience and Event Services. This position assists with parking operations, guest services, VIP events, staff and volunteer management and appreciation, guest surveys, and other projects. Selected candidates will have the opportunity to explore 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
- Ability to use Google Drive, and Microsoft Office programs, including some familiarity with One Drive
- 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 Managers for this Position:

Michael Louthan
Director of Audience & Event Services
mlouthan@dpacnc.com

Michaela Ashworth
Event Manager
mashworth@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