



## **Executive Assistant and Guest Experience Internship**

Durham Performing Arts Center in Downtown Durham seeks an Executive Assistant and Guest Experience Intern for this hands-on position with great exposure to many facets of the region's #1 performing arts center including marketing and PR, hospitality, and general management.

Tasks include but are not limited to coordinating with executive and support staff to ensure a high performance, customer service-oriented work environment, demonstrating flexibility to meet the changing needs of the General Manager, Executive Assistant, and other key staff, maintaining VIP ticket records and relationships, review and analysis of guest feedback, front of house quality checks at select events, and assisting in the creation and distribution of guest survey reviews.

The Executive Assistant and Guest Experience Intern should be self-motivated and a quick learner who exhibits enthusiasm and leadership. Interns should demonstrate an ability to manage multiple projects and should be highly organized, possessing strong attention to detail. Ideal candidates should have excellent research abilities and strong communication and writing skills.

### **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
- \*Arts Administration, Business/Marketing, Dramatic Arts or Hospitality/Program Management major preferred but not required

Individuals interested in the Executive Assistant and Guest Experience Internship with DPAC should forward their resume, a brief cover letter and all applicable information regarding their college internship program to Sarah Catherine Carter at [scarter@dpacnc.com](mailto:scarter@dpacnc.com). Please enter "Executive Assistant 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:

**Sarah Catherine Carter**

**Executive Assistant and Guest Experience Manager**

**[scarter@dpacnc.com](mailto:scarter@dpacnc.com)**

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/internship](http://dpacnc.com/internship).

