**Marketing/Public Relations Internship**

DPAC in Downtown Durham seeks Marketing and Public Relation Interns to assist the Marketing Managers for Broadway and Concerts/Comedy as integral parts of the marketing team. Please note this will be a semester long, virtual internship. Interns will get a hands-on look into what goes into making DPAC consistently ranked among the top ten most attended and highest grossing theaters in the US. Projects may include maintaining presence for DPAC performances on social networking websites and event calendars; assisting with media relations and press, including organizing press drops; participating in strategic planning and special events\*; filing and organizing marketing settlements; and helping promote DPAC events by organizing promotional efforts both internally and on a grassroots level. Ideal candidates should have excellent Internet researching abilities, an eye for graphic design, and strong communication and writing skills. Interns should also be self-motivated and quick learners who exhibit leadership and ability to work cohesively as a team player. An enthusiasm and desire to work in the entertainment industry is a must.

\*Some special events mandatory.

**Requirements:**

\*Current enrollment at a college/university. (Undergraduate junior or senior preferred.)

\*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 have a computer

\*Knowledge in video creation and editing is a plus but not required.

\*Experience in graphic design including Photoshop, Illustrator, InDesign is a plus but not required.

\*Availability to work at least 10-15 hours per week with occasional availability on weekends.

\*Business/Marketing or Communications major preferred but not required.

Individuals interested in the Marketing and Public Relations 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](mailto:hr@dpacnc.com). Please enter “Marketing and PR 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.**

DPAC also has internships available in Event Services, Community Outreach, Theater Management, Ticketing/President’s Club, Corporate Partnerships. For more information on additional internship opportunities at DPAC, please visit dpacnc.com/internships.

**THE ORGANIZATION:**

**Our Vision:** We believe in great entertainment experiences. We want to be our guests’ favorite place for live events.

**Our Mission**: To present one-of-a-kind, live entertainment events. From Broadway to concerts, comedy to family shows – ‘there is something for everyone’ at DPAC.

**Our Values:** Quality and service. We deliver these values with warmth, friendliness and an attention to detail that is the hallmark of our legendary red carpet customer service.

DPAC is committed to a workplace where everyone is free from bias, prejudice, discrimination and harassment. The organization strives to ensure a welcoming work environment where everyone belongs and is valued, encouraged & respected for their unique contributions. We are focused on building a culture that acknowledges and values Diversity, Equity and Inclusion.