



Theater Management Internship

Durham Performing Arts Center in Downtown Durham seeks Fan Experience Manager Interns for this hands-on position with great exposure to many facets of the region's #1 performing arts center including marketing, operations and general management. Tasks include organization of on-line customer surveys, review and analysis of financial data, settlement review, front desk coverage, archival data submission and preparation of management-level actions plans based on guest feedback. Ideal candidates should have excellent Internet researching abilities, strong communication and writing skills. Interns should also be self-motivated and quick learners who exhibit enthusiasm and leadership.

Requirements:

- *Current enrollment at a college/university
- *Candidates must be based in the Triangle and have reliable transportation
- *Must be able to bring a computer with you to work
- *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 12-20 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 interested in the Theater Management 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 "Theater Management 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:

Stuart Klein
Business Manager
sklein@dpacnc.com

DPAC also has internships available in Marketing & PR, Event Services, 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