



Box Office / President's Club Internship

DPAC seeks Box Office /President's Club Interns who will be responsible for assisting in the day-to-day operations of the Ticketing Department and President's Club VIP program.

The Ticketing/President's Club Intern should be self-motivated and a quick learner who exhibits leadership and communication skills. Responsibilities include but are not limited to operating DPAC's ticket software, preparing ticket orders for mail or will call, processing complimentary ticket orders, organization of show files, maintaining wait lists, compiling guest lists, preparing various data collection spreadsheets, and assisting ticketing managers in special projects for guests.

Individuals who are interested should have the following qualifications:

- 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 10-15 hours per week at DPAC with occasional availability for weekend and special events

Individuals interested in the Ticketing Internship with DPAC should apply online at 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.