

Ticketing/President's Club Internship

DPAC seeks Ticketing/President's Club Interns who will be responsible for assisting in the day to day operations of the Ticket Office and President's Club VIP program. Responsibilities include but are not limited to preparing ticket orders for mail or will call, processing complimentary ticket orders, organization of show files, maintaining wait lists, loading money on president's club member benefit cards, and preparing various other data collection spreadsheets.

The Ticketing/President's Club 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 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

- *Business/Marketing, Dramatic Arts or Parks/Recreation major preferred but not required

Individuals interesting in the Ticketing/President's Club Internship with DPAC should forward their resume, a brief cover letter and all applicable information regarding their college internship program to The Ticket Center at DPAC at customerservice@dpacnc.com. Please enter "Ticketing/President's Club 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 the Position:

Megan Rindoks

Ticketing Manager – Broadway & Season Member Services

mrindoks@dpacnc.com

Meredith Reed

Membership Manager - President's Club

mreed@dpacnc.com