

123 Vivian Street | Durham, NC 27701 | Phone: 919.688.DPAC | www.DPACnc.com

Group Sales and Client Development Internship

DPAC seeks a Group Sales and Client Development Intern to help further expand the Group Services Department with new sales initiatives and client programs. This role will primarily assist the Group Services Manager.

Tasks may include prospecting and researching for new business, designing marketing fliers, growing presence of DPAC social clubs, and organizing pre-show events for corporate outings and group parties.

Group Services touches all departments of the theater world, from marketing to ticketing to event planning and operations. Become a part of DPAC history as you help sculpt this important department of our theater

The Group Sales and Client Development Intern will connect with businesses and local organizations, building relationships between DPAC and our community. To qualify, an intern should be self-motivated and a quick learner who exhibits leadership and strong communication skills, both written and verbal. Interns should demonstrate an ability to manage multiple projects with minimal supervision and should be highly organized, possessing close attention to detail.

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.
- *Ability to use Microsoft Office programs, including Microsoft Word and Excel.
- *Availability to work at least 2-3 days a week at DPAC.
- *Business/Marketing, Dramatic Arts or Parks/Recreation major preferred but not required.

Please note, all interns must receive college credit.

We are currently accepting applications for Summer and Fall of 2012. Interested applicants should email a resume and cover letter to Groups@DPACnc.com

If you prefer to mail your application, please submit a cover letter and resume to:

DPAC Internship Program
Attn: Ainsley Johnston
123 Vivian Street
Durham, NC 27701

Thanks for considering an internship at DPAC! We look forward to hearing from you.