



## **Programming Internship**

Durham Performing Arts Center in Downtown Durham seeks a Programming Intern to assist the Director of Programming Concerts and Comedy as an integral part of the booking department. 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 contract administration, event research and assisting in maintaining the event database. Ideal candidates should have excellent Internet researching abilities, a high proficiency in Excel, and strong communication skills. An enthusiasm and desire to work in the entertainment industry is a must.

### **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
- \*Must have a computer that you can bring with you to work
- \*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, Communications, or Parks/Recreation major preferred but not required.

Individuals interested in Programming 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) or directly to [tpappas@dpacnc.com](mailto:tpappas@dpacnc.com). Please enter "Programming 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:**

**Taki Pappas**  
**Director of Programming – Concerts & Comedy**  
[tpappas@dpacnc.com](mailto:tpappas@dpacnc.com)

DPAC also has internships available in Marketing & PR, Event Services, Theater Management, Ticketing/Group Services and Technical Production. For more information on additional internship opportunities at DPAC please visit [dpacnc.com/internships](http://dpacnc.com/internships).

Only at  **DPAC**

123 Vivian Street | Durham, North Carolina 27701 | Phone: 919.688.3722 | [DPACnc.com](http://DPACnc.com)