



Programming Internship (1 Total)

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. Please note this will be a semester long internship running August through December with potential for an extension to run the entire season through May. 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 artist/event research and assisting in maintaining the event database. Ideal candidates would have excellent internet researching abilities, excellent communication skills, and proficiency in Excel, math, statistics/analytics, negotiation and business theory/strategy. Should be a detail-oriented and able to work independently, with an enthusiasm and desire to pursue a career in the entertainment industry.

Requirements:

- *Current enrollment at a college/university. (Undergraduate junior or senior preferred.)
- *Candidates must be based in the Triangle and have reliable transportation to work out of the DPAC offices. Parking is provided.
- *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 have a computer that you can bring with you to work.
- *Availability to work at least 10-15 hours per week at DPAC with occasional availability for weekend and special events.
- *Business/Marketing, Communication, or Parks/Recreation major preferred but not required.

*Please note there will be the potential for fall interns to have their internship renewed for the full 2014/ 2015 season (running through May 2015) pending college credit requirements and a performance evaluation to take place in December.

Individuals interested in the 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. 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

DPAC also has internships available in Group Sales, Event Services, Theater Management, and Technical Production. For more information on additional internship opportunities at DPAC please visit dpacnc.com/internships.

Only at  DPAC

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