DPAC
DURHAM PERFORMING ARTS CENTER

**Ticketing/Group Services Internship**

Durham Performing Arts Center in Downtown Durham seeks Ticketing/Group Services Interns who will be responsible for assisting in the day to day operations of the Ticket Office. Responsibilities include but are not limited to preparing ticket orders for mail or will call, processing complimentary ticket orders, organization of show files, checking event creations for accuracy, creating group sales invoices, preparing reports of group tickets sold and pending, assisting with the organization of group requests for Broadway's latest hits coming to DPAC.

The Ticketing/Group Services 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, Communications, or Parks/Recreation major preferred but not required.

Individuals interested in the Marketing and Public Relations 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 "Ticketing/Group Service 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:***

**Kelley Monts de Oca**
**Director of Ticketing**
**kmontsdeoca@dpacnc.com**

**Laura Weston**
**Ticketing Manager - Operations**
**lweston@dpacnc.com**

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