

# **Pittsburgh Ballet Theatre Group Sales Fall Internship**

## **Position Objective**

Pittsburgh Ballet Theatre is seeking a student majoring in Marketing, or Communications who is self-motivated, enthusiastic, and detail-oriented with the ability to multi-task in a professional environment. Interns will be under the supervision of the marketing team on a variety of activities, including but not limited to:

- Identify and pursue opportunities to engage and increase attendance at PBT performances by Pittsburgh-area college students
- Research specific groups on campus to generate ticket sales opportunities
- Promote the student ticket discount program by distribution of flyers, posters and other innovative ways to cultivate new student audiences.
- Coordinate and book Nutcracker choir performances
- Assist Ticketing Manager for Pitt Night event
- Pursue new and maintain existing relationships with choirs for Nutcracker performances
- Assist at marketing events
- Other projects as assigned

## **Qualifications**

- Experience or enthusiasm for building and developing relationships with targeted audiences
- Currently or recently enrolled in an undergraduate or graduate program in the Pittsburgh area
- Able to commit to 8-15 hours per week especially in the months of November and December with evening work required
- Strong organizational skills and attention to detail
- Excellent verbal and oral communication skills
- Excellent organizational and time management skills
- Detail-oriented, able to multitask and meet deadlines
- Self-motivated, able to work in a team and independently

## **Other Requirements**

- Strong interpersonal skills
- Ability to manage multiple priorities
- Advanced organizational skills
- Excellent communication skills
- Regular and reliable attendance

- Independent and self-motivated
- Proficiency in general office software programs including Excel, Word, and Internet search tools
- College-level writing skills
- Enthusiasm, flexibility, a high level of professionalism, creativity, humor and a love for the arts –particularly dance – encouraged

Pittsburgh Ballet Theatre internships are unpaid. Internships are for credit (preferred) or on a volunteer basis. Pittsburgh Ballet Theatre Interns are eligible for complimentary tickets to season performances.

### **Physical Requirements**

Physical requirements include lifting of boxes and materials (20 lb. limit), writing, typing, talking on the phone, walking, standing and sitting.

### **Equipment Operation Requirements**

Operation requirements include the ability to drive an automobile, work on a computer, and operate and speak on a telephone.

**This description does not create a contract or guarantee regarding any term or condition of duties. PBT reserves the right to change, modify, amend or enhance the duties in response to operational, fiscal and/or departmental demands.**

**Interested candidates should send a cover letter, writing samples and resume to Jamie Adams at [jadams@pittsburghballet.org](mailto:jadams@pittsburghballet.org). No phone calls please.**