

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. No phone calls please.