

SMG / BOOTH AMPHITHEATRE INTERNSHIP OPPORTUNITY

Title of Position: Facility Operations Internship

Location: Booth Amphitheatre
Cary, NC

Duties:

Intern will assist the Operations Manager in all aspects of operations including housekeeping, event staffing, set-ups and changeovers, ADA compliance, fire and safety, and customer service. This person will attend staff meetings and participate in the planning, implementation, and evaluation of venue events. This individual will also be exposed to all areas of venue management including finance, box office, concessions, merchandising, and marketing operations.

SMG expects all of its employees to act with honesty, integrity and professionalism in accordance with the company's high standards of ethical conduct, to respect the company's rules and policies, and to know and accept the company's rules and policies and contribute fully to their attainment.

Qualifications:

This individual must be dependable and able to adapt to changes in the work environment and working hours. Knowledge of equipment, materials, and construction practices used in a variety of building maintenance operations is helpful. This position requires the ability to lift and/or move up to 70 pounds.

Besides commitment, enthusiasm, personal drive, and the ability to take direction and constructive criticism, and a willingness to learn, an intern must have completed their sophomore year in college and carry a cumulative GPA of at least a 3.0 on a 4.0 scale. Experience with Microsoft Office and other software applications is helpful. Applicants must also demonstrate effective communicative abilities, both written and verbal.

Compensation:

Interns may either earn a monetary stipend, college credit or a combination of the two, depending on the structure of the internship. In addition, interns benefit from meaningful work experience, possibly leading to future, full-time employment.

Hours and Duration:

The position is a minimum of 300 hours during mid-May through mid-August. Night and weekend hours are required.

Deadline for Application:

Applications are due by 5:00 p.m. on March 12, 2010. Applications must include the following: resume, personal statement addressing goals and expectations, one professional reference, one academic reference, and official college transcript.

Contact Information:

Please address inquires and all application materials to:

Internship Coordinator
Booth Amphitheatre
101 Wilkinson Avenue
Cary, NC 27513
Email: hr@rprk.com