History Theatre entertains, educates, and inspires through creating, developing, and producing new and existing works that explore Minnesota's past and the diverse American experience. Its work provides a unique lens which links our past to the present, explores our common heritage, and illuminates our understanding of what it means to be American.

POSITION TITLE

Group Sales Intern

POSITION SUMMARY

Group Sales Interns can expect to assist the Group Sales Manager with day to day tasks.

RESPONSIBILITIES

The summer internship responsibilities would include: mailing list building and maintenance, data management and entry, assisting with customer service, attending meetings, creating contracts and working on creating show posters/descriptions.

The Fall/Spring internship responsibilities would include: calling for final payments, making contracts and sending them out, attending meetings, and assisting with the Morning Matinee shows (typically on Thursday Mornings) by seating groups in the theatre.

QUALIFICATIONS

- Experience working with Microsoft Office excel and publisher.
- Able to take on projects and see them through to completion.
- Friendly, outgoing, and service oriented; have the ability to make patrons feel welcome and answers their questions in a pleasant manner.
- Comfortable dealing with large groups and individuals with special needs.
- Comfortable in an environment that might require flexibility and adaptability.
- Have the ability to take direction, work as part of a team, and work independently.

VALUE TO THE INTERN

Group Sales Interns can expect to enter a dynamic environment where they will be involved in learning about the inner workings of running a theatre.

TIME COMMITMENT & ADDITIONAL INFORMATION

This internship is an option during the Fall, Spring, and Summer. Candidates should able to commit at least 8 consecutive weeks and a range between of 8-16 hours per week.

This position offers flexible scheduling. Parking and transportation costs are the responsibility of the Intern.

CONTACT

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