



**P: 330-454-8172**

**605 Market Ave. N info@cantonpalacetheatre.org**  
**Canton, OH 44702 www.cantonpalacetheatre.org**

### **Job Description**

The Canton Palace Theatre is seeking a Business and Box Office Operations Intern for the Summer 2016. Internship would begin the week of May 16th. Position is part-time, 10 hours per week, and is unpaid, though college credit is possible. Ideal candidate will be studying in the fields of Communications, Marketing, Theatre, and/or Office Management. Excellent verbal and written communication skills required. Excellent verbal and written communication skills and a minimum GPA of 3.0 or greater required.

#### **Intern**

- Will assist in the operation of the theatre telephone for regular business calls and telephone ticket sales.
- Will assist patrons and customers by answering questions or directing them to the appropriate staff member or agency for further information.
- Will assist in daily ticket sales through in-person transactions as well as phone orders.
- Will assist the office staff and Board of Trustees with special projects, as they see fit.
- Shall coordinate volunteers necessary for the overall operation of the theatre and assist in growing the volunteer base.
- Will work with office and technical staff to coordinate theatre events.
- Will perform any task not set forth herein as requested by the Membership and Marketing Coordinator or Executive Director.
- This position is an at-will employment.

### **Other information**

- Other duties and/or changes in these duties may occur and will totally within the discretion of the Executive Directors
- This position is unpaid
- This job description may require some non-traditional hours
- Hours are Tuesdays and Thursdays, 10:30am to 3:30pm
- Normal business hours are Monday – Friday 10:00am – 4:00pm

### **Intern will learn and be exposed to:**

- Hands on experience of ticket sales and box-office procedures
- A behind-the-scenes look at the operations necessary for the maintenance and advancement of a historic theatre
- Real world experience in a non-profit organization
- Increased interpersonal and customer service skills by working with the theatre staff, volunteers, and patrons

### **Company Description**

The Canton Palace Theatre Association maintains the architectural integrity of its historic Theatre and partners with others to present cultural, entertainment, and educational experiences for the community. The Palace serves as both the literal and figurative cornerstone of the Downtown Canton Arts District. A vital multi-purpose entertainment facility, its marquee burns brightly sixty feet above Market Avenue, welcoming you to enter its grand foyer and become a part of Canton's nostalgic past. Hosting over 300 events a year, with an attendance of over 100,000 guests, the Palace also strives to be an important part of Canton's future.