



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 be 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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