

2017 Arts Administration Internship Descriptions

To apply, submit a completed application form, cover letter, resume, and two letters of recommendation. Applications must be postmarked or e-mailed by February 3, 2017.

Positions marked with an asterisk (*) require applicants to provide their own transportation.

Interns are expected to be available for the duration of the program.

ADF arts administration internships are contingent upon passing a criminal background check and completing training on policies and issues relating to interactions with Minors (coordinated by Duke University).

Archives & Preservation

Archives (2) (June 5 – July 30, 2017)

The two archives interns work with the ADF archivist in the documentation of the summer festival and in the preservation of ADF's historical records. Duties include accompanying the ADF videographers to performances and rehearsals, editing performance video in Adobe Premiere, duplicating and distributing video, assisting with the processing of archival collections, responding to requests from researchers and ADF staff for archival materials, and providing other assistance as needed. An interest in the history and preservation of modern dance, computer experience, attention to detail, and basic knowledge of Premiere (or Final Cut) is required. Experience with videography is useful but not necessary. Evening and weekend work required. \$1,150 stipend.

Administration

Development & Executive Support (1) (May 30 – July 30, 2017) *

The Development & Executive Support intern works closely with the Development Associate and Executive Director. Main duties include special event planning, coordinating visits and local transportation for VIP guests, and general administrative support for the Executive Office. Other responsibilities include donor correspondence and database entry. The intern in this position works closely with ADF community partners to garner and manage in-kind donations for use during the season. The Development & Executive Support intern must be detail-oriented, organized, and have strong interpersonal communication skills. Intern must also be able to conduct themselves professionally with donors and VIPs and be comfortable in public and social settings. Evening and weekend work required. Business casual attire required. Must be 21 or over, possess a valid driver's license, and provide their own transportation. \$1,265 stipend.

Grants & Development Operations (1) (May 30 – July 30, 2017) *

The Grants & Development Operations intern works closely with the Director of Grants and Development Operations to assist in the departments fundraising initiatives. Main duties include report and proposal writing, prospect research, coordinating ADF tours, assisting with events, designing and managing donor e-blasts, and general administrative support. The Grants & Development Operations intern must be flexible, detail-oriented, demonstrate proficient writing and strong organization skills with the ability to manage multiple tasks. Intern must also be able to conduct themselves professionally with donors and VIPs and be comfortable in public and social settings. Evening and weekend work required. Business casual attire required. Must be 21 or over, possess a valid driver's license, and provide their own transportation. \$1,265 stipend.

Finance & Administration (1) (June 5 – July 30, 2017) *

Works closely with the staff in the ADF Finance and Administrative Office. Duties include all aspects of a finance office plus administrative projects such as parking permits, comp tickets requests, and other duties as assigned. Will assist in other departments as needed. Experience with Excel required. Must be detail oriented and possess strong organizational skills. Interest in the arts preferred. Some evening and weekend work required. \$1,150 stipend.

Merchandising (1) (June 5 – July 31, 2017) *

Will manage day-to-day operations of the ADF Store, which has locations on East Campus and at both theaters. Responsibilities include inventory control, daily/weekly cash reports, and supervision of the scholarship students and volunteers who work in the store and at the theater. Must be a detail-oriented self-starter, with mathematical proficiency and a creative eye for visual display. Knowledge of Microsoft Excel required. Evening and weekend work required. \$1,180 stipend.

Communications & Marketing (1) (June 5 – July 30, 2017) *

Assists in all aspects of the Communications & Marketing Office, including material distribution, organizing photo calls, assisting with press representation at evening performances, and coordinating marketing events throughout the Triangle. Responsible for collecting and archiving press clippings and maintaining the press board, as well as other projects as assigned. Also assists with VIP transportation and will assist at the theater merchandise table as needed. Must have excellent writing and editing skills, be creative, flexible, extremely detail-oriented, and work well in a fast-paced environment. Experience with Adobe Photoshop required. Experience with InDesign highly preferred. Evening and weekend work required. \$1,150 stipend.

Performances (2) (June 5 – July 30, 2017) *

Participate in and are responsible for activities directly related to the administrative coordination of professional performances and community outreach programs. Assist in communicating with performing companies, production crew, and community organizations. Often responsible for transporting company members to and from the airport and residency activities. Must have great organizational and interpersonal skills, an ability to effectively multitask, and an aptitude for detailed work. Must have the flexibility to perform last-minute tasks as necessary. Frequent evening and weekend work required. Knowledge of Microsoft Word and Excel required. Must be 21 or over. \$1,150 stipend.

Special Projects & Administration (1) (June 5 – July 30, 2017) *

The Special Projects & Administration Intern will work alongside the Administrative Assistant. Responsibilities include general administrative support for a busy office, answering very busy multi-line phone system, greeting office visitors, assisting with the International Choreographers Residency (ICR) program, and facilitating the production of ADF's Movies By Movers program. Must be detail-oriented, organized and have strong interpersonal communication skills. Some evening and weekend work required. Must be 21 or over, possess a valid driver's license, and provide their own transportation. \$1,150 stipend.

Graphic Design

Graphic Design (1) (May 22 – July 30, 2016)

Assists the Graphic & Web Designer on various print projects including, but not limited to the creation of ads, programs, flyers, and other marketing and development materials. Web design work can include creating weekly e-blasts as well as assisting with updates on the ADF website. This position also assists the Communications & Marketing department with projects and at events. This fast-paced, deadline oriented position allows for the opportunity to build an excellent design portfolio. Knowledge of Adobe InDesign, Illustrator, and Photoshop required. Some web knowledge is helpful, but not required. Evening and weekend work required. \$1,525 stipend. *Applicants should provide samples of their graphic design work.*

Education

Schedule & Faculty (1) (June 5 – July 30, 2017)*

The Schedule and Faculty Intern works with an international student body and faculty totaling more than 500 people, with a focus on assisting the Director of School Administration with class schedules and faculty support. Primary responsibilities include assisting with all aspects of the WFSS schedule, including schedule distribution, coordinating logistics and classroom needs with the School Operations office, tracking student attendance, and financial reconciliation. The position also assists with the coordination, distribution, and notifications surrounding the Six Week School schedule, Dance Professionals Workshop schedules, and preview week schedule, which will include acting as the

primary administrator of a festival-wide smart-phone app/daily updates and notifications. In addition, this position will produce all class showings, create and distribute the annual festival-wide directory, assist faculty with various needs, and complete various administrative tasks such as copying, filing, database entry, etc. All school staff are expected to assist in the overall administration and day-to-day tasks of running the ADF School, which often includes work outside of specific position responsibilities. This position must be able to work independently and handle concurrent tasks and deadlines in a fast-paced environment. The ideal candidate has excellent customer-service and organizational skills, a warm and pleasant demeanor, and Microsoft Office proficiency. Prior experience with ADF a plus, but not mandatory. Early morning, late evening, and weekend work required. Must be 21 or older. \$1,150 stipend.

Dean's Assistant (1) (June 5 – July 30, 2017)*

The Dean's Assistant Intern works with an international student body and faculty totaling more than 500 people, with a focus on assisting the Dean and Director of School Administration in many aspects of running the ADF School. Primary responsibilities include assisting all faculty/musicians with various needs ranging from coordinating auditions, room/board/travel, performance tickets, and other support that may arise. This position will also be the primary administrative coordinator for the annual Teaching Tribute award ceremony/dinner and all school VIPs, will organize all aspects of the student concerts, assist with long-term marketing efforts, and complete various administrative and assistant tasks. All school staff are expected to assist in the overall administration and day-to-day tasks of running the ADF School, which often includes work outside of specific position responsibilities. This position must be able to work independently and handle concurrent tasks and deadlines in a fast-paced environment. The ideal candidate has excellent customer-service and organizational skills, a warm and pleasant demeanor, and Microsoft Office proficiency. Early morning, evening, and weekend work required. Must be 21 or older. \$1,150 stipend.

Festival Services (1) (June 5 – July 31, 2017)*

The Festival Services Intern works with an international student body and faculty totaling more than 500 people, with a focus on assisting the Festival Services Coordinator. Primary responsibilities include organizing and resolving issues for all campus housing, administrative offices, meal plans, ID cards, a large food and housing inventory, maintenance, cleaning, keys, furniture, event setup/breakdown, signage, and faculty housing. The position plans and implements school events and parties. The position also provides administrative assistance for various student services. All school staff are expected to assist in the overall administration and day-to-day tasks of running the ADF School, which often includes work outside of specific position responsibilities. Must be able to work independently and handle concurrent tasks and deadlines in a fast-paced environment. The ideal candidate has excellent customer-service and organizational skills, a warm and pleasant demeanor, and Microsoft Office proficiency. Early morning, evening, and weekend work required. Must be 21 or older. \$1,180 stipend.

School Operations (3) (June 5 – July 31, 2017)*

The School Operations Interns work with an international student body and faculty totaling more than 500 people, with a focus on assisting the School Operations Coordinator in the management of all studio, transportation, equipment, and technical needs for the ADF community. Primary administrative responsibilities include the coordination of all studio scheduling and upkeep, ADF bus/van schedules, equipment distribution, a large inventory of classroom, event, and technical equipment, and scholarship student work scheduling. Physical responsibilities include the set up, execution, and break down of production/technical needs for all school-related events, daily classroom deliveries, and driving a 12-passenger van. All school staff are expected to assist in the overall administration and day-to-day tasks of running the ADF School, which often includes work outside of specific position responsibilities. Must be able to work independently and handle concurrent tasks and deadlines in a fast-paced environment. The ideal candidate has excellent customer-service and organizational skills, a warm and pleasant demeanor, positive attitude, and Microsoft Office proficiency. These interns must be comfortable with a fair amount of daily physical labor. Experience with basic technical equipment a plus. Early morning, evening, and weekend work required. Must be 21 or older. \$1,180 stipend.

AMERICAN DANCE FESTIVAL

2017 Arts Administration Internship Application

Applications must be postmarked by February 3, 2017

Name: _____ Birthdate: _____

Address: _____

Phone Number: _____

Email Address (non-school): _____

When is your Spring Break? (to avoid problems contacting you) _____

How did you learn about ADF's internship program? _____

Rank your top 3 choices one to three (1 being your first choice):

- | | | |
|--|---|--|
| <input type="checkbox"/> Archives | <input type="checkbox"/> Communications & Marketing | <input type="checkbox"/> Dean's Assistant |
| <input type="checkbox"/> Development/Executive Support | <input type="checkbox"/> Festival Services | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Grants/Development Operations | <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Merchandising |
| <input type="checkbox"/> Performances | <input type="checkbox"/> Schedule & Faculty | <input type="checkbox"/> School Operations |
| <input type="checkbox"/> Special Projects & Administration | | |

Would you like to be considered for **any** internship? Yes No

Do you have a valid US driver's license? Yes No

Will you have a car this summer? Yes No

Are you able to start on the designated start date? Yes No *If no, when? _____

Indicate any special work and/or educational skills:

Accounting Video Recording & Duplication Theater Production

Special Events/Hospitality Writing (Proposals, Press Releases, Etc.) Database

Computer Programs: _____

Foreign Languages: _____

Other: _____

APPLICATION CHECKLIST

Completed application form

Cover Letter: detailing your interest in working with the ADF, your particular skills, and what you hope to accomplish with the internship

Current resume

Two letters of recommendation, work-related preferred (indicate if these will be arriving under separate cover)

Please Note:

- Upon acceptance to the program, participants will be required to submit proof of US Citizenship or of lawful alien status which will permit you to work in the United States.
- ADF arts administration internships are contingent upon passing a criminal background check.
- If you apply for an arts administration internship, you will not be considered for a production internship.
- A valid US Driver's License is required for an arts administration internship.

Applications and questions should be directed to:

Intern Program, American Dance Festival
Box 90772, Durham, NC 27708
919-684-6402
adf@americandancefestival.org