

# 2016 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 5, 2016.**

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 6 – July 31, 2016)**

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 videographer to dress rehearsals and dance performances, editing and duplicating 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, including shooting video of class showings. An interest in the history and preservation of modern dance is preferred, along with computer experience and attention to detail. Some experience with videography and knowledge of Premiere or Final Cut is preferred. Some evening and weekend work required. \$1,150 stipend.

## Administration

### **Development & Special Events (2) (May 31 – July 31, 2016) \***

The Development Intern will have the opportunity to gain experience in all aspects of running a successful fundraising campaign. Time will be divided between the Director of Grants and Development Operations and the Director of Individual and Corporate Relations. Responsibilities include assisting with special events, ADF donors and VIP guests relations, and general administrative support, including database entry, donor phone calls, correspondence, grant writing, and box office support. The interns in this position works closely with ADF community partners to garner and manage in-kind donations for use during the season. The Development interns must be flexible, detail-oriented, and possess strong organizational skills with the ability to manage multiple tasks at once. Interns 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. Must be 21 or over, possess a valid driver's license, and provide their own transportation. \$1,265 stipend.

### **Executive (1) (June 6 – July 31, 2016) \***

The Executive Intern will work alongside the ADF Director and ADF Executive Assistant & Office Manager. Responsibilities include general administrative support for a busy office, assisting the Director, coordinating visits for VIP guests, airport runs, assisting with the International Choreographers Residency (ICR) program, facilitating the production of ADF's International Screendance Festival, assisting with special events planning, and more. Must be detail-oriented, organized and have strong interpersonal communication skills. Evening and weekend work required. Must be 21 or over, possess a valid driver's license, and provide their own transportation. \$1,150 stipend.

### **Finance & Administration (1) (June 6 – July 31, 2016) \***

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 6 – August 1, 2016) \***

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. **The end date for this position is July 27, 2015.**

### **Communications & Marketing (1) (June 6 – July 31, 2016) \***

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 and InDesign highly preferred. Evening and weekend work required. \$1,150 stipend.

### **Performances (2) (June 6 – July 31, 2016) \***

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.

### **Studio Management (1) (June 6-August 31, 2016)**

Participate in and are responsible for activities directly related to the administrative coordination of studio programs and community outreach. Assist in communicating with studio clients, renters, community organizations, and studio faculty. Responsible for maintaining a clean/organized facility and keeping supplies stocked. Answers phones, accepts payments, and generally covers the studio desk as needed during studio programming. Coordinates studio schedules and assists Assistant Studio Manager with special projects as needed. \$1,150 stipend

## **Graphic Design**

### **Graphic Design (1) (May 18th – July 31, 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. This intern is responsible for designing performance posters, working with the print company, and maintaining theater and community displays. 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**

### **School Administration (1) (June 6 – July 31, 2016) \***

The School Administration 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 all aspects of running the ADF School. Primary responsibilities include the coordination of scholarship student work-study hours, activities, and donor relations, assisting faculty and school VIPs with various needs, assisting with the Teaching Tribute award ceremony/dinner, creation of the annual festival-wide directory, assisting with auditions, student concerts, and the Dance Professionals Workshop, produce daily/weekly festival-wide eblast notifications through MailChimp, and various administrative tasks such as copying, filing, database entry, and mailings. 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 the specific position responsibilities. Must be able to work independently and handle concurrent tasks and deadlines in a fast-paced, high-pressure environment. The ideal candidate has excellent customer-service and organizational skills, a positive attitude, and Microsoft Office proficiency. Early morning, evening, and weekend work required. Must be 21 or older. \$1,150 stipend.

**Festival Services Intern (1) (June 6 – August 1, 2016) \***

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 all School and festival-wide events and parties. The position also provides administrative assistance for student services such as refunds, academic credit, payments, forms, and arrival/departure information. 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 the specific position responsibilities. Must be able to work independently and handle concurrent tasks and deadlines in a fast-paced, high-pressure environment. The ideal candidate has excellent customer-service and organizational skills, a positive attitude, and Microsoft Office proficiency. Early morning, evening, and weekend work required. Must be 21 or older. \$1,180 stipend.

**School Operations (3) (June 6 – August 1, 2016)**

Three 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 allocation 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 the specific position responsibilities. Must be able to work independently and handle concurrent tasks and deadlines in a fast-paced, high-pressure environment. The ideal candidate has excellent customer-service and organizational skills, a positive attitude, and Microsoft Office proficiency. Must be comfortable with a fair amount of 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

## 2016 Arts Administration Internship Application

Applications must be postmarked by February 5, 2016

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address (non-school): \_\_\_\_\_

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

What is your area of study? \_\_\_\_\_

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"/> Development & Special Events |
| <input type="checkbox"/> Executive             | <input type="checkbox"/> Festival Services          | <input type="checkbox"/> Finance & Administration     |
| <input type="checkbox"/> Graphic Designs       | <input type="checkbox"/> Merchandising              | <input type="checkbox"/> Performances                 |
| <input type="checkbox"/> School Administration | <input type="checkbox"/> School Operations          | <input type="checkbox"/> Studio Management            |

- |   |     |                               |
|---|-----|-------------------------------|
| Are you to be considered for <b>any</b> 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 <i>*If no, when?</i> _____ |

### Indicate any special work and/or educational skills:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Accounting                 | <input type="checkbox"/> Video Recording & Duplication             | <input type="checkbox"/> Theater Production |
| <input type="checkbox"/> Special Events/Hospitality | <input type="checkbox"/> Writing (Proposals, Press Releases, Etc.) | <input type="checkbox"/> Database           |
| <input type="checkbox"/> Computer Programs: _____   |  |   |
| <input type="checkbox"/> Foreign Languages: _____   |  |   |
| <input type="checkbox"/> 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](mailto:adf@americandancefestival.org)