

2019 Arts Administration Internship

To apply, submit a completed application form, cover letter, resume, and two letters of recommendation. Applications must be postmarked or e-mailed by February 1, 2019.

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 the Duke University Minors Training Program.

Archives (2) (June 3-July 21, 2019)

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, 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 other video editing software) is required. Experience with videography is useful but not necessary. **Evening and weekend work required.** \$1,150 stipend.

Development & Executive Support (1) (June 3-July 21, 2019) *

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. \$1,150 stipend.

Grants & Development Operations (1) (June 3-July 21, 2019) *

The Grants & Development Operations intern works closely with the Grants and Development Operations Coordinator to assist in the department's grants and fundraising initiatives. Main duties include report and proposal writing, prospect research, coordinating ADF tours, assisting with events, designing and managing e-blasts and PowerPoints, 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. The 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. \$1,150 stipend.

Finance & Administration (1) (June 3-July 21, 2019) *

The Finance & Administration intern works closely with the staff in the ADF Finance and Administrative Office. Duties include all aspects of a finance office plus administrative projects and other duties as assigned. Will assist in other departments as needed. Experience with Excel and Google Docs 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 3-July 22, 2019) *

The Merchandising intern 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 theaters. 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 3-July 21, 2019) *

The Communications & Marketing intern 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. Will help promote the season via ADF's social media channels. 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. **Evening and weekend work required.** \$1,150 stipend.

Performances (2) (May 28-July 21, 2019) *

The two Performances interns are responsible for fast-paced administrative support for and coordination of all professional performing companies. Ensure timely and clear communication between performing companies, production crew, Footprints program, and relevant ADF departments. Regularly responsible for transporting company members to and from the airport and residency activities. Ideal candidates have great organizational and interpersonal skills, an ability to juggle a variety of tasks in a rapid environment, and an aptitude for detailed work. Must have the flexibility to perform last-minute tasks as necessary. **Evening and weekend work required** alongside Performances Coordinator. Experience with Google suite as well as Microsoft Word and Excel required. Must be 21 or over and have a vehicle during the summer. \$1,270 stipend.

Special Projects & Administration (1) (May 28-July 21, 2019) *

The Special Projects & Administration intern works alongside the Administrative Assistant. Responsibilities include general administrative support for a busy office, answering a 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. \$1,270 stipend.

Graphic Design (1) (May 30-July 21, 2019)

The Graphic Design intern 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.** \$1,210 stipend. *Applicants should provide samples of their graphic design work.*

Faculty & Administration (1) (May 30-July 21, 2019)*

The Faculty & Administrative Intern focuses on assisting the Co-Director of School Administration with student and faculty support, as well as events such as the annual Teaching Tribute, Faculty Concert, and Student Concerts. All school staff are expected to assist in the overall administration and day-to-day tasks of running the ADF School. 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, great attention to detail, a warm and pleasant demeanor, a sense of humor, and Microsoft Office proficiency. Prior experience with ADF a plus, but not required. Early morning, late evening, and weekend work required. Must be 21 or older. Must have a car. \$1,210 stipend.

Dean's Office & Schedule (1) (June 3-July 21, 2019)*

The Dean's Office & Schedule Intern focuses on assisting the Dean and the Co-Director of School Administration in many aspects of running the ADF School as well as managing the Summer Dance Intensive (SDI) drop-in class schedule (WFSS). Primary responsibilities include administering all aspects of the drop-in class schedule, producing all SDI class showings, and assisting with all community related initiatives led by the Dean. All school staff are expected to assist in the overall administration and day-to-day tasks of running the ADF School. 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, a sense of humor, and Microsoft Office proficiency. Prior experience with ADF a plus, but not required. Early morning, late evening, and weekend work required. Must be 21 or older. Must have a car. \$1,180 stipend.

Festival Services (1) (June 3–July 22, 2019)*

The Festival Services Intern focuses on assisting the Festival Services Coordinator within the ADF School. Primary responsibilities include assisting in organizing and resolving issues for all campus housing, meal plans, ID cards, keys, and maintenance for the ADF community and assisting in planning and implementing school events and parties. Under the direction of the Co-Director of School Administration, this position additionally provides administrative and logistical support for the Pre-Professional Dance Intensive. 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, great attention to detail, a warm and pleasant demeanor, a sense of humor, and Microsoft Office proficiency. Experience in hospitality or events preferred. Early morning, evening, and weekend work required. Must have a car. Must be 21 or older. \$1,180 stipend.

School Operations (1) (June 3–July 22, 2019)*

The School Operations Intern focuses 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 coordinating all studio scheduling and upkeep, equipment distribution, and a large inventory of classroom, event, and technical equipment and assisting with all aspects of transportation. Physical responsibilities include set-up, execution, and break down of production/technical needs for all school-related events and driving a 12-passenger van. 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, a sense of humor, positive attitude, and Microsoft Office proficiency. This intern 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. Must have a car. \$1,180 stipend.

Studios & Community (1) (June 3-July 26, 2019) *

The Studios & Community intern will work closely with the Manager of Studio Programming and Community Engagement to facilitate summer operations of the year-round studio operated by ADF, including classes, camps, workshops, community outreach, and space reservations. Primary responsibilities will include assisting with logistics for a full roster of summer camps, including planning activities, managing check-in, creating parent packets, coordinating supplies and schedules, tracking attendance, camper supervision, and assisting with social media updates. Additional responsibilities include coordinating and attending community outreach events as needed, studio facility management and supervision, volunteer management, and off-site event or class registration. Must be detail-oriented, adaptable, and have strong interpersonal communication skills. Previous work with children preferred. **Evening and weekend work required.** \$1,300 stipend.

AMERICAN DANCE FESTIVAL
2019 Arts Administration Internship Application

Applications must be postmarked by February 1, 2019

Name: _____ Birthdate: _____

Address: _____

Phone Number: _____

Email Address: _____

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 Office & Schedule |
| <input type="checkbox"/> Development & Executive Support | <input type="checkbox"/> Performances | <input type="checkbox"/> Festival Services |
| <input type="checkbox"/> Grants & Development Operations | <input type="checkbox"/> Special Projects & Administration | <input type="checkbox"/> School Operations |
| <input type="checkbox"/> Finance & Administration | <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Studios & Community Intern |
| <input type="checkbox"/> Merchandising | <input type="checkbox"/> Faculty & 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

Indicate any special work and/or educational skills:

- | | | |
|---|--|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Video Recording & Editing | <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 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