2022 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 18, 2022.

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.

In order to be considered for an internship, individuals must be fully vaccinated against COVID-19 and show proof.

Archives (2) (June 6-July 21, 2022)
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 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.** $1,500 stipend.

Development & Executive Support (2) (June 6-July 21, 2022) *
The two Development & Executive Support interns work closely with the Director of Grants & Development Operations and the Executive Director. Main duties include special event planning and support, coordinating visits and local transportation for VIP guests, report and proposal writing, prospect research, coordinating ADF tours, designing and managing e-blasts and PowerPoints, and general administrative support. Other responsibilities include donor correspondence and database entry. The interns in this position work closely with ADF community partners to garner and manage in-kind donations for use during the season. The Development & Executive Support interns must be detail-oriented, organized, and have strong interpersonal communication skills with the ability to manage multiple tasks. 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.** Business casual attire required. Must be 21 or over, possess a valid driver’s license, and provide their own transportation. $1,500 stipend.

Finance (1) (June 6-July 21, 2022) *
The Finance intern works closely with the staff in the ADF Finance Office. Duties include generating and analyzing reports, banking, entering data, and preparing statements. May assist in other departments as needed. Experience with Microsoft Excel required. Must be detail oriented and possess strong organizational skills. Interest in the arts preferred. **Some evening and weekend work required.** $1,500 stipend.

Merchandising (1) (June 6-July 21, 2022) *
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, customer service experience, and a creative eye for visual display. Knowledge of Microsoft Excel required. **Evening and weekend work required.** $1,500 stipend.

Communications & Marketing (1) (June 6-July 21, 2022) *
The Communications & Marketing intern assists in all aspects of the Communications & Marketing Office, including material distribution, attending photo calls, 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. Familiarity with graphic design software a plus. **Evening and weekend work required.** $1,500 stipend.

**Performances (2) (May 31-July 21, 2022) *\**
The two Performances interns are responsible for fast-paced administrative support for and in coordination of all professional performing companies under the direction of the Performances and Special Projects Coordinator. 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.** Experience with Google suite as well as Microsoft Word and Excel required. Must be 21 or over, possess a valid driver’s license, and provide their own transportation. $1,640 stipend.

**Special Projects (1) (May 31-July 21, 2022) *\**
The Special Projects intern provides support to ADF’s International Choreographers Residency (ICR) program and the Movies by Movers program under the direction of the Performances and Special Projects Coordinator. Responsibilities include but are not limited to, transporting ICR participants to and from the airport, completing special store runs, assisting in the preparation and execution of all ICR programming including the ICR rehearsals and showcase, and providing promotional and event support to the Movies by Movers film screenings. Additional projects may be assigned as needed and may include supporting the ADF Fête and performances. Prior stage and/or house management experience is a plus. Must be detail-oriented, organized, and have strong interpersonal communication skills. **Evening and weekend work required.** Experience with Google suite as well as Microsoft Word and Excel required. Must be 21 or over, possess a valid driver’s license, and provide their own transportation. $1,640 stipend.

**Graphic Design (1) (June 6-July 21, 2022)**
The Graphic Design intern assists the Graphic 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. **Applicants should provide samples of their graphic design work.** **Evening and weekend work required.** $1,570 stipend.

**School Operations Intern (1) (June 6-July 21, 2022)**
The School Operations Intern assists the School Operations Coordinator with all studio, transportation, equipment, and technical needs for the ADF community. Primary responsibilities include coordinating all studio scheduling and upkeep, equipment distribution, and a large inventory of classroom, event, and technical equipment; coordinating travel for students, faculty, and guests; and assisting other departments with transportation needs. Physical responsibilities include set-up, execution, and break down of production/technical needs for school-related events and driving a 12-passenger van. Must be able to work independently as well as part of a team and handle concurrent tasks and deadlines in a fast-paced environment. The ideal candidate has experience in facilities or scheduling, excellent customer-service and organizational skills, attention to detail, and Google Suite and Microsoft Office skills. Must be comfortable with a fair amount of daily physical labor. Experience with basic technical equipment for dance studios is a plus. **Early morning, evening, and weekend work required.** Must be 21 or older and able to bring your vehicle with you to the festival. $1,500 stipend.

**Festival Services Intern (1) (June 6-July 21, 2022)**
The Festival Services Intern assists the Festival Services Coordinator with providing hospitality services to students, faculty, staff, and guests. Primary responsibilities include coordinating, organizing, and resolving issues for all campus housing, dining, ID cards, keys, and maintenance for the ADF community and assisting in planning and implementing school events and activities. Physical responsibilities include set-up, execution, and break down of 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 experience in the hospitality industry or events, excellent customer-service and organizational skills, attention to detail, and proficient Google Suite and Microsoft Office skills. Must be comfortable with a fair amount of daily physical labor. **Early morning, evening, and weekend work required.** Must be 21
Program & Administrative Intern (1) (June 2-July 21, 2022)
The Program & Administrative Intern assists the Director of School Administration and the entire school staff team with the execution of program and administration needs during the festival. Primary responsibilities include providing administrative support to students, faculty, and musicians; coordination of school events, showings, and concerts; creating and distributing festival-wide communication; class registration and academic credit support; data support; and basic administrative tasks. Must be able to work independently as well as part of a team and handle concurrent tasks and deadlines in a fast-paced environment. The ideal candidate has experience with events and/or customer service, excellent customer service and organizational skills, great attention to detail, and strong Google Suite and Microsoft Office skills. Early morning, late evening, and weekend work required. Must be 21 or older and able to bring your vehicle with you to the festival. $1,500 stipend.

Studios & Community Engagement (1) (June 1-July 22, 2022) *
The Studios & Community Engagement 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. $1,640 stipend.