

**ADF School 2023  
Summer Dance Intensive (SDI)  
Work-study Scholarship Positions**

**All work-study students arrive and depart the Summer Dance Intensive  
on the following dates, unless otherwise noted in the below descriptions:**

**Arrival Date:** Monday, June 5, 2023  
**Departure Date:** Tuesday, July 11, 2023

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**50% Scholarship Positions**

**Students receiving a partial (50%) tuition scholarship position may take all 3 classes and will work up to 10 hours per week. Participation in repertory or Footprints is determined by the position.** Students may participate in additional drop-in classes in the evenings and weekends as their work schedule permits.

**Box Office (2)**

Department: Marketing

Requires: Must bring a car to the intensive

Allows: 3 classes, repertory / Restrictions: No Footprints

This work-study position should be prepared to assist Marketing in all aspects of ticketing, box office, and audience services for performances during the festival. This can include support in the box office, audience support in front-of-house, as well as helping the box office confirm, document, and smoothly communicate with faculty and staff about comps. Must have excellent people skills as well as the ability to solve problems cheerfully, all in a fast-paced environment. The ideal candidate is detail-oriented with a proven record of superior customer care. Evening and weekend work required.

**Performances & Special Projects (3)**

Department: Performances

Requires: Must bring a car to the intensive and be comfortable using it frequently for the role; must be 21+; must be staying within 30 minutes of Duke's campus during the duration of the intensive to provide transportation to artists.

Allows: 3 classes, repertory / Restrictions: No Footprints

Performances is a fast-paced and exciting team, who manage and arrange all logistics of performing companies' residencies at ADF as well as coordinate the International Choreographers Residency (ICR) program and showcase. The team is made up of the Performances and Special Projects Coordinator, three interns, and three work-study students. This position offers a great chance to learn about the logistics of working with performing artists and companies.

Work-study students will be responsible for helping transport visiting company members to and from the airport and between residency activities, using their personal vehicles as well as 12- to 15-passenger and cargo vans. Additionally, they will help with a variety of administrative tasks as required. Ideal candidates have great interpersonal skills and are reliable, mature, flexible, and comfortable working independently while remaining calm under pressure. This role will require a willingness to flexibly balance classes with work responsibilities. Hours and tasks will be varied and unpredictable. Evening and weekend hours will be required, including early mornings and late nights.

**Reception/Merchandise (1)**

Department: Front Desk

Requires: Must bring a car to the intensive

Allows: 3 classes, repertory / Restrictions: No Footprints

This work-study position will work alongside the Executive Assistant and other ADF store staff/interns. Responsibilities include helping with the ADF store, selling ADF merchandise at the store and during performances, and helping with reports. Additional responsibilities include general administrative support for a busy office, including answering a very busy multi-line phone system, taking messages for staff, accepting mail and packages, as well as greeting and assisting office visitors. Must be organized and have strong interpersonal communication skills. Evenings and weekends required, with occasional daytime hours.

## **Reception (2)**

Department: Front Desk

Allows: 3 classes, repertory / Restrictions: No Footprints

This work-study position will work alongside the Executive Assistant and other ADF store staff/interns. Responsibilities include general administrative support for a busy office, including answering a very busy multi-line phone system, taking messages for staff, accepting mail and packages, as well as greeting and assisting office visitors. Must be organized and have strong interpersonal communication skills. Primarily requires weekend daytime hours, with occasional weekday support.

## **Teaching Assistant (2)**

Department: School

Allows: 3 classes, repertory / Restrictions: No Footprints

This work-study position is responsible for assisting faculty and guest faculty with their classes; including checking-in students for workshops and master classes, tracking attendance, and assisting with any other class or schedule needs that arise. Weekends required, as well as provide occasional weekday evening support. Bringing your own transportation to the festival is preferred.

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## **100% Scholarship Positions**

**Students receiving a full (100%) tuition scholarship position may take only two classes, unless otherwise noted, and will work up to 20 hours per week. Participation in repertory or Footprints is determined by the position.** Students may participate in additional drop-in classes in the evenings and weekends as their work schedule permits.

## **Babysitter (3 to 6)**

Department: School

Requires: Must bring a car to the intensive; babysitter/childcare experience

Allows: 2 classes, maybe repertory / Restrictions: No Footprints

Babysitters play an integral role in supporting faculty, musicians, and staff to fulfill their important roles during the festival by providing childcare during classes and performances. There are multiple positions for babysitters to provide childcare on-site or off-site during class times. Babysitters with experience with any and all ages are welcome. Some evening or weekend babysitting opportunities will be available. For any babysitting needs outside of your designated duties, it will be the responsibility of the faculty to compensate you directly and accordingly.

## **Costume Apprentice (2)**

Department: Performances

Requires: Costume construction experience; must bring a car to the intensive

Allows: 2 morning classes, maybe repertory / Restrictions: No Footprints

Hours: Mon-Fri 2-6p, some nights and weekends as needed (particularly during the last week of the festival)

Arrival Date: Thursday, June 8, 2023 / Departure Date: Monday, July 10, 2023

Costume apprentices work with the ADF Costume Designer to construct costumes for the Footprints repertory pieces. The costume apprenticeship requires experience working in costume construction and/or wardrobe in a professional or university setting. Strong home sewing or cosplay sewing skills may be considered as well. Due to the nature and quantity of work, apprentices are unable to audition for or perform in showings that conflict with shop hours.

Duties will include:

- Stitching, altering and mending costumes
- Attending assigned fittings
- Attending assigned technical rehearsals, designer runs, and dress rehearsals
- Assisting costume management by producing and organizing paperwork
- Serving as wardrobe crew for Footprints performances, including laundry and repairs as needed
- Other opportunities and duties may be assigned dependent on the skill level of the apprentice

### **Executive Director Babysitter (1)**

Department: Executive

Requires: Must bring a car to the intensive; babysitter/childcare experience

Allows: 3 classes, repertory, maybe Footprints

This work-study position is responsible for watching and spending time with the Executive Director's children (ages 12 and 15) during performances or special events, primarily on nights and weekends. Childcare experience with similar ages preferred.

### **Memory for Movement/Ruth Day Assistant (2)**

Department: Dr. Ruth S. Day, Cognitive Scientist in Residence

Allows: 2 classes, maybe repertory / Restrictions: No Footprints

#### *Memory for Movement Project*

Memory for Movement (M4M) is a research and teaching project. It studies dancers (how they learn, remember, and perform movement), dance instructors (how they can facilitate learning and memory), audiences (how they perceive, remember, and appreciate dance), and professional companies (how they choreograph, reconstruct, learn pieces, and give notes to each other). We use a variety of methods to study cognitive aspects of dance, including laboratory experiments, surveys, classroom observation, and structured interviews. Opportunities for ADF students include the classroom observation project and laboratory experiments. For more information, contact Professor Ruth Day ([ruthday@duke.edu](mailto:ruthday@duke.edu)), on the faculty at Duke University and the Cognitive-Scientist-in-Residence at ADF.

### **School Operations & Festival Services (3)**

Department: School

Requires: Must bring a car to the intensive; must be 21+; physical labor and lifting

Allows: 2 classes, maybe repertory / Restrictions: No Footprints

The School Operations office oversees the management of all studio, transportation, equipment, and technical needs for the ADF community. The Festival Services office focuses on-campus services, hospitality, and events for guests, faculty, staff, and students. This work-study position will assist in all areas of the school and provide studio upkeep, equipment distribution, event support, faculty support, and hospitality to on-campus guests. Physical responsibilities include set-up, execution, and breakdown for school-related events, as well as driving ADF's 12- to 15-passenger vans. Must be comfortable with a fair amount of daily physical labor. You will work during one class period during weekdays, as well as some evenings and weekends.

### **Studios & Community (1)**

Department: Studios

Allows: 2 classes, maybe repertory / Restrictions: No Footprints

This work-study position will work 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 studio supervision on weekends, assisting renters and running class check-in, light cleaning, locking and unlocking the building. Additional responsibilities include attending and tabling for community outreach events as needed, and occasional off-site events. Ideal work-study students work well independently, are detail-oriented, dependable, and adaptable, with strong interpersonal communication skills. Previous work with children is preferred. You will work during one class period during weekdays, as well as some evenings and weekends.

### **Teaching Assistant (3)**

Department: School

Requires: Must bring a car to the intensive

Allows: 2 classes, maybe repertory / Restrictions: No Footprints

This work-study position is responsible for assisting multiple Summer Dance Intensive faculty with their classes; including checking-in students, tracking attendance, and assisting with any other class or schedule needs that arise. This position will provide some additional support to guest faculty during workshops and master classes. You will work during one class period during weekdays, as well as some evenings and weekends.