

**AMERICAN DANCE FESTIVAL**  
**2024 Arts Administration Internship Application**

Applications must be postmarked by February 1, 2024

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

Preferred Pronouns: \_\_\_\_\_

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"/> Program & Admin   |
| <input type="checkbox"/> Audience Services              | <input type="checkbox"/> Development & Executive Support | <input type="checkbox"/> Company Mgmt      |
| <input type="checkbox"/> Festival Services              | <input type="checkbox"/> Special Projects                | <input type="checkbox"/> School Operations |
| <input type="checkbox"/> Finance                        | <input type="checkbox"/> Graphic Design                  |  |
| <input type="checkbox"/> Studios & Community Engagement |  |  |

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

**Special work and/or educational skills:**

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

\_\_\_\_ Foreign Languages: \_\_\_\_\_

\_\_\_\_ Other: \_\_\_\_\_

**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.
- For internships requiring a car, a valid US Driver's License is required.

**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)

**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 résumé
- Two letters of recommendation, work-related preferred (indicate if these will be arriving separately)