

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"/> Merch & Reception |
| <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

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)