

## 2025 SUMMER STAFF OPPORTUNITIES

To be considered for any summer staff position, please submit the following by February 15 to [adf@americandancefestival.org](mailto:adf@americandancefestival.org) with SUMMER STAFF in the subject line.

- Cover letter
- Résumé with relevant experience highlighted
- One letter of recommendation from an individual who can speak directly about your qualifications
- Three references

### SUMMER COORDINATORS (3)

When applying for a Summer Coordinator position, you may be considered for any of the three coordinator positions. Please rank your preference (#1, #2, and #3) in your cover letter.

### HOSPITALITY COORDINATOR

The Hospitality Coordinator provides coordination of events and hospitality for the ADF community. This position works collaboratively with all departments and reports to the Director of School Administration.

#### Qualifications/experience:

- Management experience in the hospitality industry or events
- Arts administration experience or coursework
- Excellent customer service and organizational skills
- Strong leadership skills, self-motivation, and professionalism
- Ability to multitask and delegate in a fast-paced environment
- Excellent attention to detail and accuracy
- Strong Google Workspace and Microsoft Office skills
- Experience managing or overseeing a team preferred

#### Primary responsibilities:

- Coordinate all housing, dining, ID cards, keys, and maintenance for students, faculty, staff, and guests in partnership with Duke University
- Greet and assist visitors to the ADF offices
- Provide hospitality and on-call assistance to students, faculty, staff, and guests
- Oversee hospitality storage, inventory, and supplies
- Plan and implement key events and activities
- Provide festival-wide event support in coordination with the development team
- Assist with student check-ins and orientations
- Supervise one intern and multiple work-study students

#### Details and compensation:

- **Dates of position: May 12–July 30, 2025**
- **\$500/weekly**
- **Shared housing with two other summer coordinators**
- Take one Summer Dance Intensive class, attend drop-in classes and showings
- Receive complimentary performance tickets

This position must be able to work independently with minimal oversight as well as part of a team and handle concurrent tasks and deadlines in a fast-paced environment. This position involves physical labor. **Early morning, evening, and weekend work required. A car is required for this position.**

### **PROGRAM & ADMINISTRATIVE COORDINATOR**

The Program & Administrative Coordinator provides coordination and administrative support to all school programs and faculty. This position works collaboratively with the entire ADF School team and reports to the Director of Education.

#### **Qualifications/experience:**

- Experience and/or interest in educational/festival programming.
- Excellent customer service and organizational skills
- Strong interpersonal and communication skills
- Strong leadership skills, self-motivation, and professionalism
- Ability to multitask, delegate, and be proactive in a fast-paced environment
- Excellent attention to detail and accuracy
- Strong Google Workspace and Microsoft Office skills
- Experience managing or overseeing a team-preferred

#### **Primary responsibilities:**

- Coordinate support, needs, and communication for all school program faculty
- Act as school staff liaison for school program musicians
- Provide program coordination and support for DPW and PDI
- Manage all class proctors' drop-in classes and provide class attendance reports to the ADF School.
- Provide logistical and administrative support for school opening weekends, auditions, orientations, and check-ins
- Assist with school program events and activities, including Teaching Tribute and Student Concerts.
- Provide general administrative and organizational support to the Director of Education, Director of School Administration, and School Assistant
- Supervise one intern and multiple work-study students.

#### **Details and compensation:**

- **Dates of position: May 12–July 30, 2025**
- **\$500/weekly**
- **Shared housing with two other summer coordinators**
- Take one Summer Dance Intensive class, attend drop-in classes and showings
- Receive complimentary performance tickets

This position must be able to work independently with minimal oversight as well as part of a team and handle concurrent tasks and deadlines in a fast-paced environment. **Early morning, evening, and weekend work is required. A car is required for this position.**

## **LOGISTICS COORDINATOR**

The Logistics Coordinator provides coordination of studio, transportation, equipment, and technical needs for the ADF community. This position works collaboratively with all of the departments and reports to the Director of School Administration.

### **Qualifications/experience:**

- Experience in dance production, facilities, and/or event planning
- Experience with basic audio/visual and other technical equipment
- Excellent attention to detail and accuracy
- Strong interpersonal and communication skills
- Excellent customer service and organizational skills
- Strong leadership skills, self-motivation, and professionalism
- Ability to multitask, delegate, and be proactive in a fast-paced environment
- Strong Google Workspace and Microsoft Office skills
- Experience managing or overseeing a team-preferred

### **Primary responsibilities:**

- Oversee and manage studio reservations and space calendars for students, faculty, and visiting companies.
- Manage transportation schedule for all intensives (i.e., airport transportation and weekly bus schedules)
- Create weekly schedules and spreadsheets for upcoming events and projects
- Coordinate studio set-up, upkeep/cleaning, and breakdown
- Act as Technical Director for all ADF School classes, rehearsals, showings, and events
- Oversee School Operations storage, inventory, and supplies
- Supervise one intern and 1-2 work-study students

### **Details and compensation:**

- **Dates of position: May 12–July 30, 2025**
- **\$500/weekly**
- **Shared housing with two other summer coordinators**
- Take one Summer Dance Intensive class, attend drop-in classes and showings
- Receive complimentary performance tickets

This position must be able to work independently with minimal oversight as well as part of a team and handle concurrent tasks and deadlines in a fast-paced environment. **Early morning, evening, and weekend work is required. A car is required for this position.**