ADF School Summer Staff

JOB DESCRIPTIONS 2023

FESTIVAL SERVICES COORDINATOR

The Festival Services Coordinator provides coordination of on-campus services, events, and hospitality for the ADF community. This position works collaboratively with the entire ADF School team and reports to the Director of School Administration.

Primary responsibilities:

- Coordinate all housing, dining, ID cards, keys, and maintenance for students, faculty, staff, and guests on-campus in partnership with Duke University
- Provide hospitality and on-call assistance to students, faculty, staff, and guests
- Oversee Festival Services storage, inventory, and supplies
- Plan and implement key school 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

Qualifications/experience:

- Management experience in the hospitality industry or events
- Arts administration experience or coursework
- Experience managing or overseeing a team preferred
- 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

Details and compensation:

- **Dates of position: May 8–July 26, 2023**
- **Compensation: $350/weekly**
- Take one Summer Dance Intensive class, attend drop-in classes and showings
- Receive complimentary performance tickets

All school staff are expected to assist in the overall administration and daily tasks of running the ADF School summer programs, which often includes work outside of specific position responsibilities. 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. Must be able to bring your vehicle with you to the festival.

SCHOOL OPERATIONS COORDINATOR

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

Primary responsibilities:

- Oversee all studios and space reservation schedules
- Oversee School Operations storage, inventory, and supplies
- Coordinate ADF vehicle schedules, maintenance, and drivers
- Coordinate transportation for students, faculty, and guests

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- Coordinate studio set-up, upkeep/cleaning, and breakdown
- Arrange technical and other support needs for all ADF School classes, rehearsals, showings, and events
- Supervise one intern and multiple work-study students

Qualifications/experience:

- Experience in dance production, facilities, and/or event planning
- Experience with basic technical equipment
- Experience managing or overseeing a team preferred
- 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

Details and compensation:

- **Dates of position: May 8–July 26, 2023**
- **Compensation: $350/weekly**
- Take one Summer Dance Intensive class, attend drop-in classes and showings
- Receive complimentary performance tickets

All school staff are expected to assist in the overall administration and daily tasks of running the ADF school summer programs, which often includes work outside of specific position responsibilities. 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. Must be able to bring your vehicle with you to the festival.

PROGRAM & ADMINISTRATIVE COORDINATOR

The Program & Administrative Coordinator provides coordination and administrative support to all school programs and faculty, with a focus on supporting the Dance Professional Workshops (DPW) and Pre-Professional Dance Intensive (PDI). This position works collaboratively with the entire ADF School team and reports to the Director of Education.

Primary responsibilities:

- Coordinate support, needs, and communication for all school program faculty
- School staff liaison for school program musicians
- Provide program coordination and support for DPW and PDI
- Provide logistical and administrative support for school opening weekends, auditions, class registration, orientations, and check-ins
- Assist with school program events and activities; including Teaching Tribute and Student Concerts
- Generate and distribute school program documentation and communication materials to participants, including through the festival app
- General administrative and organizational support to the Director of Education and Director of School Administration
- Supervise one intern and multiple work-study students

Qualifications/experience:

- Experience and/or interest in engaging in the administrative aspects of running education programs
- Experience managing or overseeing a team preferred
- Excellent customer service and organizational skills
- Strong leadership skills, self-motivation, and professionalism

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- Ability to multitask and delegate in a fast-paced environment
- Excellent attention to detail and accuracy
- Strong Google Workspace and Microsoft Office skills

Details and compensation:

- **Dates of position: May 8–July 26, 2023**
- **Compensation: $350/weekly**
- Take one Summer Dance Intensive class, attend drop-in classes and showings
- Receive complimentary performance tickets

All school staff are expected to assist in the overall administration and daily tasks of running the ADF school summer programs, which often includes work outside of specific position responsibilities. 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 required. Must be able to bring your vehicle with you to the festival.

To be considered for any of the above three positions, please submit the following application requirements:

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

PRE-PROFESSIONAL DANCE INTENSIVE DORM COUNSELOR

Each year, the American Dance Festival (ADF), located in Durham, NC, builds a team of **five dorm counselors** for its Pre-Professional Dance Intensive (PDI). PDI is a two-week, audition-based program for dancers ages 13–17 that provides rigorous dancing with a focus on community-building to develop the artistic voice. Counselors play a critical role as mentors and gain experience supporting dancers' training in the classroom and through constructing a healthy, fun, and inclusive residential living experience.

Primary responsibilities:

- Provide daily schedule oversight and accompany students to all classes, meals, activities, and performances
- Planning and implementing activities with students' input
- Implement support mechanisms that establish a trusting community and foster relaxation and enjoyment outside of the classroom and in the residential hall
- Model best practices in how to take class and manage the stresses of an intense training experience
- Provide support to students for emotional and physical issues
- Act as an intermediary and appropriately mediate or take another action, when necessary, with the support of ADF school staff
- Enforce ADF and Duke University guidelines and policies

Qualifications/experience:

- Prior experience working with students as a residence life assistant, camp counselor, or equivalent role, preferably with youth ages 13–17
- Strong leadership skills, self-motivation, and professionalism
- Strong interpersonal and communication skills
- Conflict resolution skills and able to negotiate sensitive situations with integrity and maturity
- Must be able to balance responsibilities in a fast-paced environment

- Knowledge of or familiarity with best practices for creating an inclusive community for students of all races, genders, sexual orientations, and physical abilities

Details and compensation:

- **Dates of position: July 5–23, 2023**
- **Compensation: $850 stipend**
- Dorm counselors are provided housing and three meals a day on Duke University's East Campus
- Dorm counselors take classes and attend performances with PDI students
- ADF provides dorm counselors with four days of training, teambuilding, and planning sessions prior to student arrival on July 9

Candidates interested in a dorm counselor position should carefully consider the magnitude of this rewarding, yet demanding position before applying. Dorm counselors have a great deal of responsibility, are on-the-job at all times, and are intensively engaged with program participants every day. Consistent, yet limited, time off each week is structured into the schedule for each counselor. Applicants must be 21 or older. Some dorm counselors will be asked to have a car with them at the festival. **All dorm counselors must pass a background check and complete online training on policies and issues relating to interactions with minors as coordinated by Duke University.**

To be considered for a dorm counselor position, please submit the following application requirements:

- Cover letter
- Resumé with relevant dorm counselor or equivalent experience highlighted
- Two letters of recommendation from individuals who can speak directly about your qualifications
- Three references; at least one reference must have been directly involved with your previous dorm counselor or equivalent experience