

# Keshet Work Study Program Information



## Application and Scheduling Information

- The deadlines for Keshet's Fall 2010 Session: **August 9<sup>th</sup>, 2010**

You may either drop your application off at the studio, mail/email it to: **Keshet Dance Company**  
**Attn: Sebreña Figueroa**  
**214 Coal Ave SW**  
**Albuquerque, NM 87102**  
**info@keshetdance.org**

Once your application is received, a Program Coordinator will call to schedule an interview for the week after the application deadline. ***Acceptance into the program will be based upon an applicant's demonstrated enthusiasm and commitment to being part of a creative team, interest in working with people and a willingness to accept the conditions and responsibilities laid out by Keshet Dance Company and its staff.***

Keshet's Work Study Program runs concurrently with our class sessions. Regardless of previous participation in the program, a new application must be submitted for each session.

## Program Details

- **The Work/Study Program is an even exchange of hours worked to hours spent in dance class (i.e. a 1:1 ratio.)** For every hour worked, participants are eligible for one hour of dance instruction within Keshet's class schedule.
- **Upon acceptance into the program, Work/Study participants will sign a contract indicating how many hours of class they would like to take and how many hours they will owe Keshet.** If the class is later dropped, the hours or payment will still be owed to KDC as per the contract.
- **Work/Study participants are needed to work at least 1.5 hours each week at the front desk.** Duties include but are not limited to answering phones, registering students, checking students in and out of classes, answering questions from parents and copy work. Specific shifts will be scheduled and maintained throughout the session. Just as any job, should a conflict arise, you will be responsible for covering your shifts.
- **Participants are allowed two Work/Study shift absences each session. There is no distinction between excused or unexcused absences.** More than two shift absences will result in a review of the participant and possible dismissal.
- **There will be a mandatory orientation for participants before each Class Session begins (and potentially one or two more meetings per Session, as needed).** Participants are responsible for attendance at these meetings.

## Mandatory Work/Study Interview & Orientation - at Keshet

**Before the start of each session there will be three scheduled orientation meetings. You must interview and select one orientation to attend. All of the dates for the Fall 2010 session are as follows:**

### **Orientation Times**

- Fall:**
1. Wednesday, August 18th, 2010 @ 5:30-7:30pm
  2. Saturday, August 21st, 2010 @ 10:00 - 12:00pm
  3. Saturday, August 21<sup>st</sup> 2010 @ 2:00 - 4:00 pm

Questions? Call (505) 224-9808 or email [sebreña@keshetdance.org](mailto:sebreña@keshetdance.org)

**\*Please Keep This Page For Your Records\***

# KDC Work/Study Program Application



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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

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

How did you hear about Keshet? \_\_\_\_\_

What class(es) would you like to take:

Name of Class	Day and Time of class	# of Hours
Total Class Hours		

Please mark which times you can work the front desk:

Day				
Monday	<input type="checkbox"/> 6:30 - 8:00			
Tuesday	<input type="checkbox"/> 4:00 - 5:30	<input type="checkbox"/> 4:45 - 6:15	<input type="checkbox"/> 5:45 - 7:15	<input type="checkbox"/> 6:15 - 7:45
Wednesday	<input type="checkbox"/> 4:00 - 5:30	<input type="checkbox"/> 5:15 - 6:45	<input type="checkbox"/> 6:30 - 8:00	
Thursday	<input type="checkbox"/> 4:00 - 5:30	<input type="checkbox"/> 5:00 - 6:30	<input type="checkbox"/> 6:45 - 8:15	
Friday	<input type="checkbox"/> 5:45 - 6:30	<input type="checkbox"/> 6:00 - 7:15		
Saturday (am shift)	<input type="checkbox"/> 8:45 - 10:15	<input type="checkbox"/> 9:45 - 11:15	<input type="checkbox"/> 10:45 - 12:15	
Total Volunteer Hours				

(Some shifts have more than one opening, but are listed here only once)

Which orientation will you be attending: (circle one)    1    2    3

If working the front desk will not work for you, we also have some other volunteer opportunities:

Weekly cleaning of studio floors / bathrooms

Volunteer with Nutcracker on the Rocks:

- Front of House
- Backstage Help
- Ad Sales
- Silent Auction Committee

Do you have any volunteer experience?

What do you hope to receive, accomplish or learn from your involvement with Keshet Dance Company?

Why do you feel you would be an asset to the Keshet team through your involvement in the Work/Study Program?