



Keshet Work Study Program Information

Application and Scheduling Information

- The deadlines for Keshet's Spring 2012 Session: **Monday, December 5th, 2011**

You may either drop your application off at the studio, mail/email it to: **Keshet Dance Company
Attn: Sebrena 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 primarily work at least one shift 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.

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 Spring 2012 session are as follows:

Orientation Times

- Summer:**
1. Wednesday, Jan 4th, 2012 @ 5:30-7:30pm
 2. Saturday, Jan 7th, 2012 @ 10:00 - 12:00pm
 3. Saturday, Jan 7th, 2012 @ 2:00 - 4:00 pm

Questions? Call (505) 224-9808 or email sebrena@keshetdance.org

Please Keep This Page For Your Records