

Friday, January 17, 2025

ADF 2025 Arts Admin Internships

Company: American Dance Festival
Location: DURHAM, NC
Compensation: \$1,750 - \$1,950

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2025 Arts Administration Internship

To apply, submit a completed application form, cover letter, résumé, and two letters of recommendation.

Applications must be postmarked or e-mailed by February 15, 2025.

ADF arts administration internships are contingent upon passing a criminal background check and completing the Duke University Minors Training Program.

Positions marked with an asterisk (*) require applicants to have access to a car during their internships.

Archives (2) (June 2-July 28, 2025)

The two Archives interns work with the ADF archivist in the documentation of the summer festival and in the preservation of ADF's historical records. Duties include accompanying the ADF videographer to performances and rehearsals, editing and distributing performance video, assisting with the processing of archival collections, responding to requests from researchers and ADF staff for archival materials, and providing other assistance as needed. An interest in the history and preservation of modern dance, computer experience, attention to detail, and basic knowledge of Premiere (or other video editing software) is required. Experience with videography is useful but not necessary. Evening and weekend work required. \$1,750 stipend.

Audience Services (1) (June 2-July 28, 2025) *

The Audience Services intern reports to the Marketing and Audience Services Associate. Responsibilities include but are not limited to daily ticket sales reporting, managing complimentary ticket requests, supporting and communicating with the Box Office(s), helping with Kids Parties and other events, and assisting supervisor with any other audience services or marketing needs. The ideal candidate is organized, detail-oriented, and adaptable and can work in a fast-paced environment and communicate with others while maintaining a positive attitude. Basic knowledge of Google Workplace and Microsoft Word and Excel is required. Evening and weekend work required. Car required. \$1,750 stipend.

Company Management (2) (May 28-July 28, 2025) *

The Company Management interns work under the direction of ADF's Festival Company Manager and are responsible for providing detailed administrative support for the 2025 season dance companies as well as the choreographers featured in the Footprints program. Interns ensure timely and clear communication between artists, production crew, and relevant ADF departments. Regularly responsible for transporting company members to and from the airport and residency activities in personal vehicle or ADF rental van. Ideal candidates should have great organizational and interpersonal skills, an ability to juggle a variety of tasks in a rapid environment, and the flexibility to perform last-minute tasks as necessary. Experience with Google Workplace and Microsoft Word and Excel required. Early morning, evening, and weekend work required. Must be 21 or over. Car required. \$1,950 stipend.

Development & Executive Support (1) (June 2-July 28, 2025) *

The Development & Executive Support intern works closely with the Director of Grants & Development Operations, the Executive Assistant, and the Executive Director. Main duties include special event planning and support, coordinating visits and local transportation for VIP guests, grant report and proposal writing, prospect research, designing and managing e-blasts, and general administrative and reception/merchandising support. Other responsibilities include donor correspondence and database entry. The intern in this position works closely with ADF community partners to garner and manage in-kind donations for use during the season. The Development & Executive Support intern must be detail-oriented, organized, and have strong interpersonal communication skills with the ability to manage multiple tasks. The intern must also be able to conduct themselves professionally with donors and VIPs and be comfortable in public and social settings. Evening and weekend work required. Business casual attire is required for certain events. Must be 21 or over. Car required. \$1,750 stipend.

Finance (1) (June 2-July 28, 2025)

The Wyse* Finance intern works closely with the ADF Finance Office processing accounts payable and accounts receivable using Quickbooks accounting software. Works closely with the Executive Assistant & Special Projects Coordinator in the ADF store and at the theaters, handling

sales, and preparing reports. May assist in other departments as needed. Must be detail oriented, have mathematical proficiency, and possess strong organizational skills. Experience with Microsoft Excel required. Occasional evening and weekend work required. \$1,750 stipend.

*This internship is funded by an endowment recognizing Cynthia Wyse's dedication as the Director of Finance & Administration for 33 years.

Graphic Design (1) (June 2-July 28, 2025)

The Graphic Design intern assists the Graphic Designer & Marketing Associate on various digital and print projects, including but not limited to the creation of ads, programs, flyers, website updates, and other marketing and development materials. This position also assists the Marketing & Communications department with projects, material distribution, and events. Responsible for collecting and archiving press clippings in a digital portfolio. This fast-paced, deadline-oriented position allows for the opportunity to build an excellent design portfolio. Knowledge of Adobe InDesign, Illustrator, and Photoshop required. Some web, photography, video editing, and social media knowledge is helpful, but not required. Applicants should provide samples of their graphic design work. Evening and weekend work required. \$1,750 stipend.

Hospitality (1) (June 2-July 28, 2025) *

The Hospitality intern assists the Hospitality Coordinator with providing event and hospitality support to students, faculty, staff, and guests. Primary responsibilities include assisting in planning and implementing school events and activities, supporting festival-wide events, organization of the hospitality storage, inventory, and supplies, and assisting with all on-campus housing, dining, ID cards, keys, and maintenance for the ADF community. Will also provide support at the receptionist's desk. Physical responsibilities include set-up, execution, and break down of events and driving an ADF rental van. Must be able to work independently and handle concurrent tasks and deadlines in a fast-paced environment. The ideal candidate has experience in the hospitality industry or events, excellent customer-service and organizational skills, excellent attention to detail, and proficiency with Google Workplace and Microsoft Word and Excel. Must be comfortable with a fair amount of daily physical labor. Early morning, evening, and weekend work required. Car required. Must be 21 or older. \$1,750 stipend.

Logistics (1) (June 2-July 28, 2025) *

The Logistics intern assists the Logistics Coordinator and works closely with the ADF School to provide logistical and technical support for all classes, showings, and school events for the ADF community. Primary responsibilities include assisting with studio scheduling and space needs, managing upkeep of studios, organization of the logistics storage, and assisting with technical needs associated with showings and school events. Physical responsibilities include set-up, execution, and breakdown of school-related events and driving an ADF rental van. Must be able to work independently as well as part of a team and handle concurrent tasks and deadlines in a fast-paced environment. The ideal candidate has experience in stage management, technical production or facilities scheduling, excellent customer service and organizational skills, excellent attention to detail, and proficient Google Workplace and Microsoft Word and Excel skills. Must be comfortable with a fair amount of daily physical labor. Experience with basic technical equipment is a plus. Early morning, evening, and weekend work required. Car required. Must be 21 or older. \$1,750 stipend.

Merchandising (1) (June 2-July 28, 2025) *

The Merchandising & Reception intern works under the direction of the Executive Assistant & Special Projects Coordinator. The intern will manage day-to-day operations of the ADF Store, which has locations on East Campus and at the theaters for all shows. Responsibilities include selling ADF's merchandise, assisting with the set-up and break-down of the store, inventory control, daily/weekly cash reports, coordinating with ADF's consigners, scheduling/supervising the scholarship students who work in the stores, and managing reception desk collaboratively with the Hospitality intern. Must be a detail-oriented self-starter with mathematical proficiency, have excellent customer service skills, and have the ability to work well with others. Knowledge of Google Workplace and Microsoft Word and Excel required. Business casual attire is required. Evening and weekend work required. Car required. \$1,750 stipend.

Program & Administrative (1) (June 2-July 28, 2025) *

The Program & Administrative intern assists the Program & Administrative Coordinator and works closely with the ADF School office to provide administrative support for school programs during the festival. Primary responsibilities include providing program-specific support to the Summer Dance Intensive (SDI) and Pre-Professional Dance Intensive (PDI), SDI Student Concert, residence life support for PDI, and assisting with class attendance reports and rosters. Intern will provide logistical and administrative support for school opening weekends and check-ins. Must be able to work independently as well as part of a team and handle concurrent tasks and deadlines in a fast-paced environment. The ideal candidate has experience with events and/or arts administration, excellent customer service and organizational skills, excellent attention to detail, and strong Google Workplace and Microsoft Word and Excel skills. Early morning, evening, and weekend work required. Car required. Must be 21 or older. \$1,750 stipend.

Special Projects (1) (May 28-July 16, 2025) *

The Special Projects intern works under the direction of the Executive Assistant & Special Projects Coordinator and provides support to ADF's International Choreographers Residency (ICR) program, Artists in Residency program, and events and VIP projects. Responsibilities include but are not limited to assisting with the preparation and execution of all ICR programming including ICR rehearsals and showcase, transporting ICR participants and artists to and from the airport, completing store runs, coordinating auditions and rehearsal space, logistics relating to special company events, and providing administrative and transportation support to artists in residence and occasional VIPs. Ideal candidates should have great organizational and interpersonal skills, an ability to juggle a variety of tasks in a rapid environment, and an aptitude for detailed work. The intern must also be able to conduct themselves professionally with international guests and VIPs and should be comfortable in public and social settings. Must have the flexibility to perform last-minute tasks as necessary and work on a very flexible schedule. Experience with Google Workplace and Microsoft Word and Excel is required. Prior stage and/or house management experience is a plus. Business casual attire is required for certain events. Early morning, evening, and weekend work required. Car required. Must be 21 or over. \$1,550 stipend.

Studios & Community Engagement (1) (June 2-July 28, 2025) *

The Studios & Community Engagement intern will work closely with the Manager of Studio Programs & Community Engagement to facilitate summer operations of the studio, including classes, camps, workshops, community outreach, and space reservations. Primary responsibilities will include assisting with logistics for a full roster of summer camps, including planning activities, managing check-in, creating parent packets, coordinating supplies and schedules, tracking attendance, and camper supervision (including before and after care). Additional responsibilities include coordinating and attending community outreach events (ADF Project Dance) as needed, studio facility management and supervision, volunteer management, off-site event or class registration, and camper performance opportunities (Pilobolus). Must be detail-oriented, adaptable, and have strong interpersonal communication skills. The ideal candidate has experience in the hospitality industry or events. Excellent customer-service and previous work with children preferred. Experience with Google Workplace and Microsoft Word and Excel required. Early morning, evening, and weekend work required. Car required. \$1,750 stipend.

Housing Information

If no housing is needed, intern will be paid the stipend only.

If housing is needed, intern will be paid the stipend and be provided a single dorm room.

If renting off-campus, intern will be paid the stipend and up to \$500* housing reimbursement paid upon completion of the program and with proof of payment.

*Housing reimbursement is considered taxable income per the IRS.

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