



## Work/Study Program Information

### Application and Scheduling Information

There are rolling deadlines for the 2017 Work/Study Program and trainings every 2 months.

You may email your Application and Skills/Interests Form to: [Wanda@keshetarts.org](mailto:Wanda@keshetarts.org)

You may mail your application to: **Keshet Center for the Arts  
4121 Cutler Ave. NE  
Albuquerque, NM 87110**

Once your application is received, the Keshet staff member will call to schedule an interview. **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 and its staff.**

### 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 Community 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 Keshet as per the contract. Contracts will be re-negotiated every two months and recommended trainings will be scheduled as needed.

- **Work/Study participants are needed to work at least one shift each week at the front desk. First time volunteers are only allowed one shift for one dance class until they can show enough responsibility to take on more shifts.**

Duties include but are not limited to answering phones, registering students, checking students in and out of classes, cleaning of the space, answering questions from parents, admin duties and other duties as needed. Specific shifts will be scheduled and maintained on a 9-week summer schedule. Just as any job, should a conflict arise, you will be responsible for covering your shifts.

- **Participants are allowed three (3) Work/Study shift absences. There is no distinction between excused or unexcused absences.** More than three shift absences will result in a review of the participant and possible dismissal. Just as any job, should a conflict arise, you will be responsible for covering your shifts.

### **Rolling Work/Study Deadlines (check the current application for specific due dates)**

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

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