



Work/Study Program Information

Notice: This application is for the 1st WorkStudy Period of the year. This period will run from January 7th - March 31st.

Application and Scheduling Information

You may email your Application and Skills/Interests Form to: Vangie@keshetarts.org

You may mail or hand deliver your application to:

Keshet Center for the Arts
4121 Cutler Ave. NE
Albuquerque, NM 87110

Once your application is received, a Keshet staff member will contact you to schedule an interview. **Acceptance into the program will be based upon the 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 need to schedule a time to sit down for a brief orientation, sign a contract agreeing to their set volunteer schedule, including how many hours of class they would like to take and volunteer 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. Depending on the applicant's duties, they will need to either schedule a time outside of the orientation to have a 1-on-1 training, or watch the necessary training videos provided by Keshet.

- **Work/Study participants may be needed to work at least one shift each week. First time volunteers are only allowed one shift for one dance class until they can show enough responsibility to take on more shifts. Assignments will be based on interview and experience.**
Duties include but are not limited to answering phones, registering students, checking students in to 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 schedule. Volunteer hours will continue through the break between Dance sessions unless otherwise mentioned. 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.

This is the 1st WorkStudy Period of the year. This period will run 1/7 - 3/31

Questions? Call (505) 224-9808 or email Vangie@keshetarts.org

Please Keep This Page for Your Records