



Work/Study Program Information

Thank you for your interest in Keshet's Work/Study Program! This is a wonderful program designed to make dance accessible for anyone at any time while becoming a valued member of our Keshet community. To apply, you will be required to fill out a Work/Study application and an adjointed Skills and Interest's questionnaire. Once your application is received, Keshet's Community Resource Manager 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.**

You may email your Application and Skills/Interests Form to: Marissa@KeshetArts.org

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

Program Details:

- **The Work/Study Program is an even exchange of hours worked to hours spent in dance class (i.e. 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 attend a time a mandatory orientation prior to their first shift, sign a contract agreeing to their set volunteer schedule which includes the number of hours of class they would like to take and the number of hours they will volunteer at Keshet to satisfy this trade. Orientations are held on the third Saturday of every month at 1:30pm at Keshet Center for the Arts.**

If the class is later dropped, the hours or payments will still be owed to Keshet as per the contract.

- **Work/Study participants will be needed to work at least one shift each week. First time Work/Study participants are only allowed one shift for one class. Shift assignments are based on the interview and the applicant's previous experience.**

Duties include, but are not limited to, answering phones, registering students, checking students into classes, cleaning of the space, answering questions from parents, administrative duties and other duties as needed. Specific shifts will be scheduled and maintained on a schedule in the Work/Study sign in binder as well as on a posted schedule behind the front desk.

- **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 with any job, should a conflict arise, participants will be responsible for covering their own shifts pending the acknowledgment and approval of the Community Resource Manager and Front Desk Manager.

Questions? Call (505) 224-9808 or email Marissa@KeshetArts.org

Please Keep This Page for Your Records

