



## CCB Summer Intensive Work Study Program 2019

**Pay:** \$15/hour credit towards CCB's 2019 Summer Intensive

**Position:** Hourly, temp

**Job Description:** We are looking for up to four high school and/or college-aged dancers to work in the 2019 Work Study Program. For each hour worked, dancers will receive \$15 off their CCB Summer Intensive 2019 registration fees. Up to four dancers may work in this work study program and the open positions are first come, first serve.

**About Canyon Concert Ballet:** Canyon Concert Ballet's mission as a nonprofit educational organization is to expand, nourish, and enrich the artistic opportunities in classical dance through training, performance, and community outreach in service to the Northern Colorado region.

### **Job Duties:**

- Pick-up and/or drop-off guest artists at Denver airport
- Prepare gift baskets for guest artists
- Drive guest artists to and from studio during Summer Intensive
- Prepare swag bags for Summer Intensive dancers
- Reception help during Summer Intensive
- Janitorial work (cleaning dressing rooms, floors, mirrors, etc) during Summer Intensive and/or Summer Camps
- Welcoming receptionist the first two weeks of fall to welcome new students and capture "back to school" photos
- Distribute posters and brochures around Fort Collins area
- Assist with schedule creation
- Make soundproofing boards for studios
- Make new curtain system for studio one
- Frame new photos for studio walls
- Paint supporting boards of studios
- Photograph events and classes for social media use
- Organize filing cabinets and paperwork in main office
- Babysitting young dancers before and/or after summer camp
- Other promotional and administrative work as assigned

### **Job Requirements:**

- In high school or college
- Friendly, outgoing, and approachable
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- A love of dance and children!

**How to Apply:** Please send your resume and cover letter to Jenna Riedi at [executivedirector@ccballet.org](mailto:executivedirector@ccballet.org). Positions are open until filled, please no phone calls.