

**APPLICATION / INTENT FORM - Summer 2020**  
**for Hollins University Arts Administration & Production Summer Internships**  
**Thursday, May 28 – Saturday, July 11, 2020 (approximately 6 weeks)**

Student first name \_\_\_\_\_ Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_ Preferred Name \_\_\_\_\_

Name of Institution currently enrolled \_\_\_\_\_

Class year \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Name of Internship/Faculty Advisor \_\_\_\_\_

Department \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Email address \_\_\_\_\_ Phone contact \_\_\_\_\_

Name of MFA internship position(s) interested in:

1. \_\_\_\_\_

2. \_\_\_\_\_

Are you an F1 international student? \_\_\_\_ Yes \_\_\_\_ No

Please mail your application cover sheet, cover letter, resume, and one letter of recommendation from your faculty advisor/sponsor to:

**Jeffery N. Bullock, MFA Director**  
**MFA Dance Program**  
**Box 9621**  
**Hollins University**  
**Roanoke, VA 24020**  
*or email it to: [jbullock@hollins.edu](mailto:jbullock@hollins.edu)*

**Application Deadline: Friday, March 20, 2020**

Student signature \_\_\_\_\_ Date \_\_\_\_\_

**Hollins University Arts Administration & Production Summer Internships –  
Summer 2020 / Thursday, May 28 – Saturday, July 11, 2020 (approximately 6 weeks)**

In collaboration with the Hollins Career Center and MFA in Dance Program, Hollins University has developed exceptional internships that will be offered on a competitive basis to students from across the United States. Each internship offers a stipend of \$1,000.00 (\$650 covers on-campus dorm housing and remaining stipend funds are distributed to individual students as a food stipend). In addition, non-Hollins interns will be offered a \$250.00 travel stipend for travel to Roanoke, Virginia.

Please mail your application cover sheet, cover letter, resume, and one letter of recommendation from your faculty advisor/sponsor to:

**Jeffery N. Bullock, MFA Director  
MFA Dance Program  
7916 Williamson Road - Box 9621  
Hollins University  
Roanoke, VA 24020**

*or email it to: [jbullock@hollins.edu](mailto:jbullock@hollins.edu)*

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**Benefits of being an Arts Administration Intern or Production Intern:**

- Classes: All interns may take one class through the MFA in Dance summer session, which includes 3 classes a day. *Summer 2019 faculty included: Kimberly Bartosik, Shani Collins-Achille, Mohamed DaCosta, Britt Juleen, Peiling Kao, Paul Maley, Yvonne Meier, Tariq O'Meally, Jenna Riegal, Wendi Wagner and others*
- Performances: Interns can attend all dance performances for the summer season; Alumni concerts, Faculty/Staff concerts & MFA thesis performances
- Discussions: Interns may attend panel discussions with artists and scholars, seminars, lectures, and informal showings throughout the summer.
- Academic Credit: Please contact your university's career center for this information. Hollins University will fill out any necessary forms to support the completion of academic credit.
- Internship Stipend: All interns receive a stipend - \$1,000.00 (approximately \$650 applied towards housing and remaining stipend funds are distributed to individual students as a food stipend).
- Travel Stipend: Non-Hollins interns will receive a travel stipend of \$250.00; distributed as reimbursements for travel to Roanoke, Virginia.

**Important Highlights**

- The Hollins Arts Administration and Production internships are competitive, therefore, each applicant should research and apply for appropriate internship position
- Read the MFA in Dance internship descriptions carefully
- The internships are open to all students
- Interns must provide their own transportation to and from Roanoke, VA (Hollins University) where the internship is located

- The internship stipend is applied to on-campus dorm housing (\$650.00) and additional funds are distributed directly to students as a food stipend (approximately: \$350.00).
- The travel stipend will be distributed as travel reimbursements; official receipts must be submitted to the program.
- Students may apply for different internships within the MFA in Dance Internship Program
- Students must meet all of the eligibility requirements to be considered.

#### **Eligibility Requirements**

- For MFA competitive internships, you must be a current first-year, sophomore, junior, or senior in good academic standing with your university of enrollment.
- **Must collaborate with a faculty advisor and/or sponsor at your university/college regarding academic credit.**
- Please mail your application cover sheet, cover letter, resume, and one letter of recommendation from your faculty advisor/sponsor to:

*Jeffery N. Bullock, MFA Director  
MFA Dance Program  
Box 9621  
Hollins University  
Roanoke, VA 24020*

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## Hollins University Arts Administration and Production Internships

### Position Description

#### **MFA Internship Position # 1 - Administrative Assistant – MFA Director**

Assists in the operations of the MFA program. Is a primary component in the execution of the day-to-day function of the MFA Director's office; helps coordinate events, guests, orientation, registration; will collect and process documents and archival items; navigate multi-layered communications; and more. Must be highly organized with exceptional interpersonal skills, creative, flexible, able to take direction and function in an intense, multi-tasked environment. The work requires great organizational skills and close contact with students, faculty and diverse artists. It is essential that the intern be able to interact with a wide variety of personalities and adapt to various working styles. This includes being able to receive evaluations of his/her work. Additionally, the intern must stay focused, take initiative, and maintain a professional demeanor in the work place. Must be highly organized and competent, with exceptional communication skills. *Reports to MFA Director and Assistant MFA Director.*

#### **MFA Internship Position # 2 - Administrative Assistant – MFA Office Intern**

Assists in the operations of the MFA program. Is a primary component in the execution of the day-to-day function of the administrative office; helps coordinate events, guests, orientation, registration; will collect and process documents and archival items; navigate multi-layered communications; and more. Must be highly organized with exceptional interpersonal skills, creative, flexible, able to take direction and function in an intense, multi-tasked environment. The work requires great organizational skills and close contact with students, faculty and diverse artists. It is essential that the intern be able to interact with a wide variety of personalities and adapt to various working styles. This includes being able to receive evaluations of his/her work. Additionally, the intern must stay focused, take initiative, and maintain a professional demeanor in the work place. Must be highly organized and competent, with exceptional communication skills. *Reports to MFA Director, Assistant MFA Director and MFA Office Administrative Assistant.*

#### **MFA Internship Position # 3 - Administrative Assistant – MFA Hospitality Intern**

Assists in the operations of the MFA program. Is a primary component in the execution of the day-to-day function of the administrative office/party planning. This position requires exquisite attention to detail, an interest in party/event planning, flexibility, a strong work ethic and ability to multitask. Work details will include (but not limited to): menu planning, organizing all receptions & special events, shopping, organizing ground transportation & housing for special guests, faculty & staff. The work requires great organizational skills and close contact with students, faculty and diverse artists. It is essential that the assistant be able to interact with a wide variety of personalities and adapt to various working styles. This includes being able to receive evaluations of his/her work. Additionally, the intern must stay focused, take initiative, and maintain a professional demeanor in the work place. Must be highly organized and competent, with exceptional communication skills. *Reports to MFA Director, Assistant MFA Director and MFA Hospitality Administrative Assistant.*

**MFA Internship Position # 4 - Assistant MFA Media Lab Coordinator Intern**

Assists in the operations of the MFA program. Media Lab Intern will assist the MFA Media Lab Coordinator in day-to-day execution of the Media Lab facilities & media support services. Responsibilities include assisting with general tech support on lab equipment; assisting with tutorial workshops to meet the needs of MFAs; maintain detailed inventory of lab equipment, monitoring check-in/out of equipment to MFAs. Must be Mac proficient with basic knowledge of software, creative, flexible, patient, and possess good interpersonal skills. The work requires great organizational skills and close contact with students, faculty and diverse artists. It is essential that the intern be able to interact with a wide variety of personalities and adapt to various working styles. This includes being able to receive evaluations of his/her work. Additionally, the intern must stay focused, take initiative, and maintain a professional demeanor in the work place. Must be highly organized and competent, with exceptional communication skills. *Reports to MFA Director, Assistant MFA Director and MFA Media Lab Coordinator*

**MFA Internship Position # 5 - Assistant MFA Thesis Coordinator Intern**

Assists in the operations of the MFA program. Assist with the coordination, mapping, and implementation of the thesis presentations of MFA candidates. Working alongside the MFA Thesis Coordinator; scheduling rehearsal and performance space; supporting communications and liaisons between the MFA office and the Production Director; attentive to all details of multiple productions. The work requires great organizational skills and close contact with students, faculty and diverse artists. It is essential that the intern be able to interact with a wide variety of personalities and adapt to various working styles. This includes being able to receive evaluations of his/her work. Additionally, the intern must stay focused, take initiative, and maintain a professional demeanor in the work place. Must be highly organized and competent, with exceptional communication skills. *Reports to MFA Director, Assistant MFA Director and MFA Thesis Coordinator*

**MFA Internship Positions # 6 – 13 (6 - 8 positions) - MFA Production Intern**

The MFA Production Internship is intended for young designers with a strong interest in dance production and stage design. Interns work closely with the MFA Co-Production Manager/Technical Director, MFA Co-Production Manager/Technical Director and performing artists and any additional design team members. Interns hang and focus the rep plot, run sound, wardrobe, and maintain the theatre. Interns also participate in ongoing planning meetings & performance preparations. Starting with pre-production meetings, then on through rehearsals and into performance, interns assist production directors and managers on dance thesis presentations/productions. The work requires great organizational skills and close contact with students, directors, and choreographers. It is essential that the intern be able to interact with a wide variety of personalities and adapt to various working styles. This includes being able to receive evaluations of his/her work. Additionally, the intern must stay focused, take initiative, and maintain a professional demeanor in the work place. *Reports to MFA Director, Assistant MFA Director and MFA Co-Production Directors*