

Thank you for your interest in Ballet Fantastique's work-exchange volunteer program. Ballet Fantastique offers free drop-in dance classes for adults and tuition credits for families in exchange for volunteering for us. *One hour of work is equal to \$12 of credit (which is equivalent to one adult drop-in class).* This program helps those on a limited budget to further their dance training or to pay for their child's dance classes.

At this point in the process, you should have already filled out the initial online form. If this is not the case, please contact us before proceeding. In addition, before applying for a position, please stop by Ballet Fantastique to visit if you have never been there. If you are able, we would also like you to take at least one drop-in adult class, so that you will have a better idea of what our classes are like. Parents who are interested in applying for work-exchange for kids' classes should schedule a time to come to an observation day and/or meet the instructor before applying.

To apply, please fill out the following pages and return them to the studio. Someone will contact you and let you know if we have any positions available in which you have interest. Please indicate all work that you are willing to do for Ballet Fantastique, even if a position is currently not available.

If you are being considered for a position, the next step will be to meet with a Work-Exchange Coordinator for an interview. At that time we will review everything on the application and the positions available will be explained more thoroughly.

If you do not hear from anyone for several months and are still interested, please feel free to contact us again and let us know of your current interests and schedule.

If you have any questions please feel free to either contact me or visit our website at [www.balletfantastique.org](http://www.balletfantastique.org).

Meredith C. Keith-Chirch  
Work-Exchange Coordinator  
Ballet Fantastique (studio): (541) 342-4611  
[bfan.communications@gmail.com](mailto:bfan.communications@gmail.com)

If you would like to be considered for a work-exchange position, please fill out the following application and return it to the studio or e-mail it to [bfan.communications@gmail.com](mailto:bfan.communications@gmail.com).

### Work-Exchange Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email(s): \_\_\_\_\_ Age: \_\_\_\_\_

Phone #(s): \_\_\_\_\_

Address: \_\_\_\_\_

Street Address

City

State

Zip

Area(s) of town you would be driving from: \_\_\_\_\_

Days and times available to volunteer: \_\_\_\_\_

Current job (place of employment and position) or school (indicate major & degree pursuing):

Classes you have taken at Ballet Fantastique and approximate dates: \_\_\_\_\_

Ballet Fantastique shows you have seen at the Hult Theater or other venues: \_\_\_\_\_

If you are a parent who is interested in earning classes for your child or children, please list their names and ages: \_\_\_\_\_

**Please check all weekly work-exchange positions in which you are interested:**

- Front Desk - Weekly:** Once a week when classes are in session, arrive at least 30 minutes early to open the building, and close the building after classes are over. Responsibilities during the shift include signing people in, handling money and receipts, completing deposits, keeping records, answering phone calls, and providing a welcoming atmosphere. Those who are familiar with Ballet Fantastique and can commit to more than one quarter are preferred for this position, but all are welcome to apply.

Indicate days on which you would be available and willing to work at the desk:

Monday evening  Tuesday evening  Wednesday evening  Thursday evening

Friday evening  Saturday morning/afternoon  Sunday morning/afternoon

Weekday mornings/early afternoon (list days): \_\_\_\_\_

- Cleaning Weekly:** Once a week, come in and spend 1 1/2 to 3 hours cleaning a portion of the Ballet Fantastique offices and/or studios. Duties may include sweeping & mopping studio floors, dusting, cleaning and stocking restrooms, and emptying trash cans. Flexible days and times are available.

- Maintenance Weekly:** For those with skills in making building repairs and improvements. Could include painting, plaster repair, carpentry, plumbing, electrical, or any simple handy-person-type skills. Please list maintenance skills that you have:

\_\_\_\_\_

- Office Weekly:** Once a week come in and do simple office work as requested by Ballet Fantastique staff. Primary job will be filing and organizing materials. Would need to be available during weekdays, primarily in the afternoons.

Indicate all days and times on which you would be available to work in the office:

\_\_\_\_\_

Office Skills: \_\_\_\_\_

- Special Projects:** Earn credit for each hour you work. This is an as-needed job based on availability and skills. Indicate usual availability and your skills below.

Days and times available: \_\_\_\_\_

Cleaning  Office Maintenance  Landscaping  Organization

Other: \_\_\_\_\_

Specify skills here: \_\_\_\_\_

**Please answer all of the following questions. Use the back of the page if necessary.**

Briefly explain why you are interested in a work-exchange scholarship at CDT. Include your previous dance experience and your future plans.

Briefly explain your qualifications in the position(s) for which you are applying.

Briefly explain any financial considerations that we should factor in when choosing work-exchange participants (*why you cannot afford to pay for classes*).

If you are applying for a weekly work-exchange position, you will be required to come in weekly for one or more hours per week, plus you will be able to take free dance classes in exchange for the time you work. Please briefly discuss how this will work into your current schedule and explain how you will be able to make this time commitment. List classes that you are interested in taking.

Please list a reference whom we may contact (*not a family member*):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship (i.e. supervisor, teacher, etc.): \_\_\_\_\_