

## **GDS Work Trade Program (You must be over 18 to apply)**

Galaxy Dance School, a non-profit, Austin-based, dance and fitness training facility, offers a work-trade program designed for all levels of dancers in need of financial assistance with dance classes. The program is designed to allow professional and non-professional dancers the opportunity to take classes for free or at a reduced rate.

Duties include client services such as checking in clients, handling payments, and maintaining student records, as well as general office work such as answering phones, studio maintenance, relaying messages/fielding questions, and providing light administrative support for the StudioManager.

Our Work trade program is a great opportunity to receive training, and to be a part of the NEW ART team in Austin. Work Trade Program students donate their time in exchange for classes. The program offers dance classes or classes at a reduced rate in exchange for working at the studio. Work trade students are allowed to take any of the classes on the Galaxy Dance School schedule.

### **Application/Interview/Orientation**

The Work trade program is open to all students. There are no auditions, and students at any level of training may participate. However, applicants must successfully complete the application and Interview/Orientation process. If you are accepted into the program, you are required to take a five-hour training course in addition to paying a \$10.00 non-refundable processing fee.

The following Work trade Programs are available:

**1)Desk/Telephone Reception:** Participants must be responsible, prompt, and have a positive attitude, remain calm under pressure, be responsible handling money, have excellent organizational and customer service skills as well as the ability to handle detailed work accurately in a fast paced environment, demonstrate ability to multiple tasks, and show proficiency with standard computer programs such as Microsoft Word. **2) Distribution of Fliers & Doorhangers:** Handing out fliers at local events and walking neighborhoods hanging doorhangers on peoples doors. Both jobs are vital parts of our advertising network.

You **MUST** be available to work 5-8 hours per week. Once offered a Work trade position, we require that you stay on staff for at least four months. At the end of the four month period, you may reapply for another four months as long as you remain in good standing with the organization. The application fee will be waived for reapplying. Galaxy Dance School reserve the right to dismiss any Work trade if requirements are not fulfilled.

If you have any questions, please contact [GALAXYDANCES@GMAIL.COM](mailto:GALAXYDANCES@GMAIL.COM)

To apply please send application with cover letter, resume, references and availability to:

**NO PHONE CALLS PLEASE.**

**Work-Trade Application**

Galaxy Dance School  
1700 S. Lamar Blvd., Suite #338  
Austin, TX 78704

Complete this form and mail to the studio. (You must be over 18 to apply)

**PLEASE PRINT**

You will be contacted to set up a personal interview.

**Complete all applicable Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

City-State-Zip Code: \_\_\_\_\_

Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Date of Birth: \_\_\_ / \_\_\_ / \_\_\_ Sex: M/F Email: \_\_\_\_\_

**Please check one of the following:**

I am Citizen of the United States \_\_\_ I am a Resident Alien \_\_\_ Form of ID: \_\_\_\_\_

Do you have any medical conditions? \_\_\_\_\_

Explain \_\_\_\_\_

Emergency Contact Name & Phone #: \_\_\_\_\_

Are you available immediately? Yes/No Give the times and days you are available:

Hours you are available per week to work? 2 4 6 8 More? \_\_\_\_\_

Do you have your own vehicle? Yes/No If No, do you have reliable transportation? \_\_\_\_\_

Do you have any commitments that may influence your availability? Yes/No Explain \_\_\_\_\_

Can you commit to a four-month time period for the work trade program? Yes/No Explain \_\_\_\_\_

Please list type of dance, instructors & facility you studied under. \_\_\_\_\_

Describe any clerical skills you have: keyboard, cashier, filing, etc.

Describe skills useful in the position you are interested, including computer skills:

<b>Education:</b>	<b>Name</b>	<b>Dates Attended</b>	<b>Graduated</b>	<b>Courses of Study</b>	<b>Degree</b>
<b>High School</b>					
<b>College</b>					
<b>Grad School</b>					
<b>Other</b>					

<b>Work Experience:</b>	<b>Dates</b>	<b>Duties</b>

<b>Professional References:</b>	<b>Contact Phone:</b>	<b>How are you affiliated?</b>

**By signing my name, I agree that the above information is accurate.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_