

## THE WORK/STUDY PROGRAM

In addition to discounted daily open classes, students in the program also receive the following benefits:

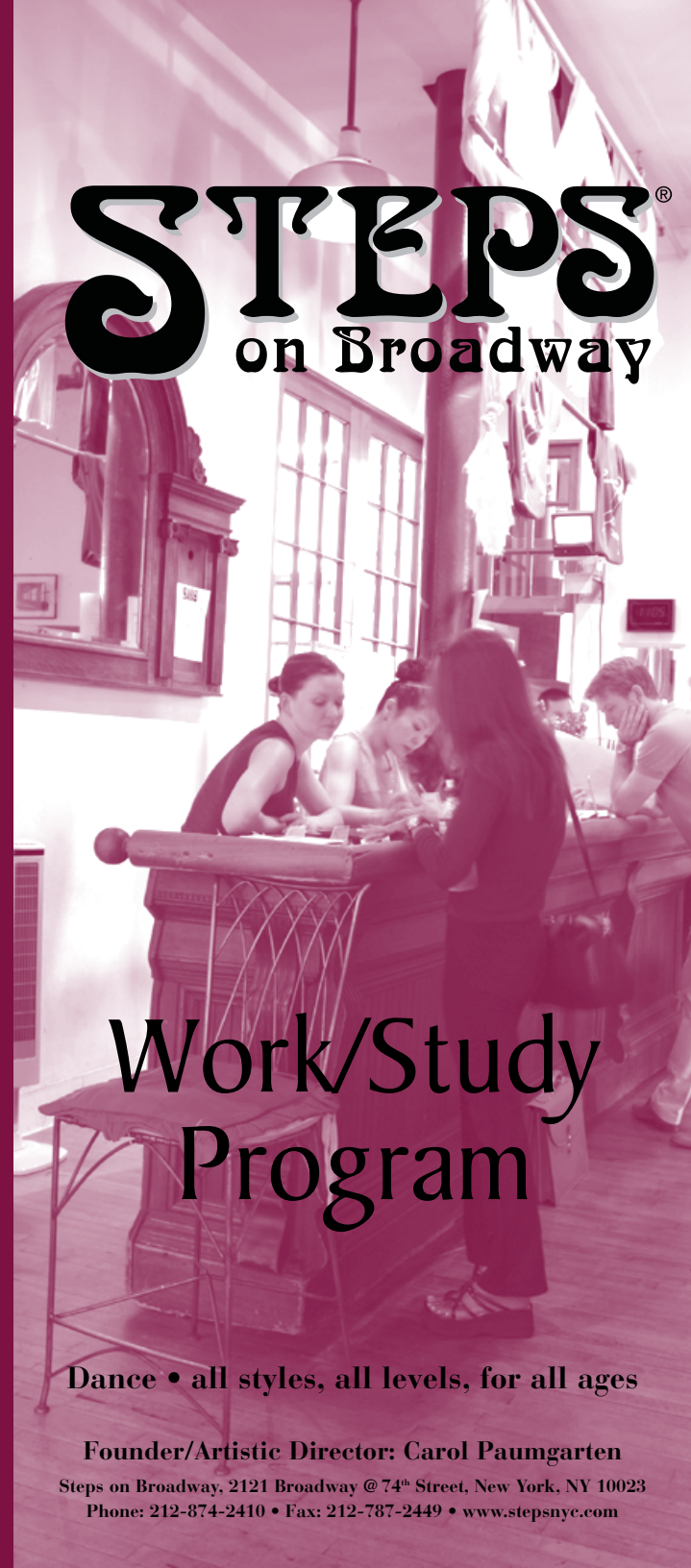
- Discounted rates on master classes, workshops and intensives
- Recommendation and personal reference letters
- Student ID cards
- Discounted rates on studio rentals
- Discounted or free tickets to concerts and shows
- Discounts on merchandise purchased at the Steps boutique.



Work/Study Program

**STEPS**  
on Broadway  
2121 Broadway, 3<sup>rd</sup> Floor  
New York, NY 10023

**STEPS**<sup>®</sup>  
on Broadway



Work/Study  
Program

Dance • all styles, all levels, for all ages

Founder/Artistic Director: Carol Paumgarten

Steps on Broadway, 2121 Broadway @ 74<sup>th</sup> Street, New York, NY 10023

Phone: 212-874-2410 • Fax: 212-787-2449 • [www.stepsnyc.com](http://www.stepsnyc.com)

# THE WORK/STUDY PROGRAM

**T**he Steps Work/Study Program offers financial assistance to intermediate and advanced level dancers pursuing a career in dance or the performing arts. Students may take unlimited discounted classes in exchange for 8 – 10 hours of work per week assisting with the administration and maintenance of the studio.

We look for mature, reliable, trustworthy dancers with computer and customer service skills and an interest in arts administration.

*"I love the abundance of classes offered at Steps. I am constantly challenged to expand my horizons within dance, and keep in shape between jobs. The Work/Study Program is a great way to survive and thrive as a dancer in NYC!"*

—Ariel Shepley, Work/Study Student



Class photography by Rosalie O'Connor,  
Performance & cover photography by Paul B. Goode

## WORK/STUDY INTERVIEW

All candidates must be interviewed by the Work/Study Director. To obtain an interview, please drop off at the front desk or email [workstudy@stepsnyc.com](mailto:workstudy@stepsnyc.com) the following information:

- Performance resume
- Headshot or dance photo
- A completed application form (available online or at the front desk)

The Work/Study Director will contact you to schedule an interview. Please bring to the interview:

- Proof of citizenship or approved working papers
- \$15 application fee

## ACCEPTANCE & PLACEMENT

**After successfully completing the interview process and ten hours of training,** students are then eligible to be placed on a waiting list for future openings. The number of students placed at any given time varies widely from month to month and depends on the number of Work/Study positions currently open and the number of students on the waiting list. Most Work/Study students on the waiting list may expect to be offered a position within one to three weeks, depending on the availability of appropriate Work/Study shifts.

**Once offered a Work/Study position,** Steps requires a minimum commitment of twelve weeks. Work/Study students may leave and return to the program on a continuous basis. This flexibility offers tremendous advantage to the working dancer.



## FREQUENTLY ASKED QUESTIONS

### Who can interview?

Students must be 16 years or older to apply and either be a U.S. Citizen or have working papers from the USCIS.

### How many Work/Study positions are there?

Steps is staffed on average by 120 Work/Study students from all over the world.

### Are there any fees involved?

A \$15.00 application fee is due at the interview and a one-time \$25.00 membership fee is due on the scheduled start date. If the student is not placed or available only the membership fee is refundable.

### What kind of Work/Study positions are available?

Students are assigned a schedule of eight to ten hours per week in a position appropriate to their experience and skills. Positions include: Front Desk Cashier and Sign-In; Boutique Associate; Cafe Barista; Night Shift Maintenance and other miscellaneous administrative positions.

### How long is the commitment if accepted?

Once offered a Work/Study position, Steps requires a minimum commitment of twelve weeks. Most Work/Study students remain active for four to six months at a time, and many return between jobs.

### What is the process to leave the program after the initial twelve weeks?

Written notification must be filed with the Work/Study Director. Departing students are required to remain on staff for two to three additional weeks from the filing date allowing the Work/Study Director time to select and train a replacement.

### What is the procedure to return to the program?

Former Work/Study students are always welcomed back as long as they are in good standing (see leaving the program). Return to Work Study forms are available at the front desk.