

Stepping into hope and change

A free career development seminar for dancers

Thursday, April 8th

Actors' Equity Building 165 W 46 Street, 2nd floor Audition Center

**Welcome by Alex Dubé and
Keynote Speaker James Fayette**

General information about Career Transition For Dancers

Our Mission

The mission of Career Transition For Dancers is to enable dancers to define their career possibilities and develop the skills necessary to excel in a variety of disciplines.

Our History

In response to a partnership of several foundation and performing arts unions, Career Transition For Dancers was established in 1985 and received not-for-profit 501(c)(3) status in 1989. With offices in New York City, Los Angeles, and Chicago, Career Transition For Dancers is the only arts-service organization in the United States dedicated solely to helping professional dancers identify their unique talents and skills as they plan and pursue rewarding new careers in anticipation of life after dance.

Our Programs and Services

Career Transition For Dancers offers a variety of services and resources for dancers to utilize at every stage of their career transition process all free of charge. Comprehensive and empowering, many can be explored online at:

Careertransition.org Newly redesigned with more resources and features

Go to Programs > Career Counseling

- **Individual counseling:** One-on-one guidance, assistance, and job search strategies
- **CareerLine:** Toll-free nationwide career counseling hotline
- **Career Conversations:** Workshops and seminars that address hot topics –
- **Focus and support groups:** Small group career counseling
- **Dancers' Resource Center:** Comprehensive research libraries in NYC and LA
- **Computer Literacy:** From keyboarding basics and word processing to website design

Go to Programs > Scholarships & grants

- **Educational Scholarships:** Undergraduate and graduate degrees, vocational certification programs
- **Entrepreneurial Grants:** Equipment and start-up costs for new business ventures

Go to Online Resources > Video Conversations

- **Video Career Conversations:** Archived workshops and seminars that address hot topics

Go to Online Resources > National Career Network

- **National Career Network:** Connects dancers with professionals that have excelled in fields beyond performance. Sign up or use the database today! It's easy and free.

Go to Online Resources > Transition Links

- **Transition Links:** Our collection of external resources to help you find the information you need.

Go to Online Resources > MovingOn

- **MovingOn:** Our semi-annual newsletter

Go to [Contact Us > About you](#)

- **Dancers on the Move:** Our bi-monthly email newsletter; sign up today!

And, don't forget to find us on [Facebook](#) at www.facebook.com/careertransitionfordancers

And [Twitter](#) @ctfdgala

Our Success

Career Transition For Dancers has provided more than 4,300 dancers in 47 U.S. states with 43,000 hours - equivalent to \$4 million- of career counseling and program services, and has awarded millions of dollars in educational scholarships & entrepreneurial grants.

Eligibility Guidelines

For Counseling Services

Career Transition For Dancers' one-on-one career counseling services are available free of charge to current and former professional dancers, pre-professionals striving for a professional performing dance career, and dance students training for a professional performing dance career.

For Financial Grants

Limited funding for tuition, retraining or seed money central to fledgling business enterprises is available to current and former professional dancers who can demonstrate earning their livelihood from performing as dancers. **(Please note: Choreographing or teaching dance is not applicable for meeting eligibility requirements.)**

Grants of up to a total of \$2,000 for each individual may be awarded to those dancers who meet the following eligibility requirements:

- Provide **documentation** of a performing dance career of 7 or more years. Performing years need not be consecutive or current.
- Provide **documentation** of 100 weeks or more of paid dance employment in the United States within a career-span of 7 or more years.
- Provide **documentation** of total gross earnings of a minimum of \$56,000 arrived at by combining the annual gross income of the 7 highest earning years of a performing dance career.
- Note: For work done entirely under union jurisdiction; provide documentation of 100 or more weeks worked in at least 7 years under union jurisdiction. Documentation of additional earnings is not required.

To determine eligibility for Career Transition For Dancers programs and services, call Ann Barry at 212 764 0172 x224.

- Once eligibility has been determined, call the Career Transition For Dancers office nearest you to schedule an initial consultation with a career counselor. For New York City area clients, call 212 764 0172, Los Angeles area clients, call 323 549 6660, Chicago area clients, call 312 666 0234.

Financial Aid for School Resources

www.finaid.org - premiere website, a great starting point for tuition aid research.

Local Library or Library at a College/Career Center: Financial Aid Directories. In the directory, find the index section to identify eligibility for scholarships by major, age, gender, ethnicity, location, previous occupation, disability, talent, family genealogy, situation, or a special circumstance.

PERFORMING ARTS UNIONS AND NOT FOR PROFIT ORGANIZATIONS:

CAREER TRANSITION FOR DANCERS: **TUITION ASSISTANCE FOR TRAINING PROGRAMS, SMALL BUSINESS START UP OR COLLEGE. THE SPECIAL SONO OSATO SCHOLARSHIP FOR GRADUATE STUDIES WITH AN APPLICATION DEADLINE OF APRIL 30.** WWW.CAREERTRANSITION.ORG OR NY 212-764-0172, LA 323-549-6660.

SCREEN ACTORS GUILD: **JOHN DALE SCHOLARSHIP FOR SCHOOL, ELIGIBILITY FOR SAG MEMBERS WHO HAVE EARNED A CERTAIN AMOUNT IN THE UNION.**

AFTRA/HELLER MEMORIAL FOUNDATION: **AFTRA MEMBERS AND THEIR DEPENDENTS.**

ACTORS WORK PROGRAM, THE ACTORS FUND OF AMERICA: **SPECIAL STATE AND GOVERNMENT FUNDS WITH SPECIFIC ELIGIBILITY GUIDELINES. INQUIRE DIRECTLY TO THEM.**

FINANCIAL AID OFFICE: **CREATE A RELATIONSHIP WITH A FINANCIAL AID OFFICER.**

PROFESSIONAL ASSOCIATIONS FOR OCCUPATIONS OR INDUSTRIES: **MANY OFFER A SCHOLARSHIP FOR STUDENTS IN AN ACADEMIC PROGRAM THAT PREPARES THEM FOR THE PROFESSION. (PHYSICAL THERAPISTS, ENGINEERS, SOCIAL WORKERS, JOURNALISTS, ETC) SOME EXAMPLES: AMERICAN ASSOCIATION OF UNIVERSITY WOMEN, BUSINESS AND PROFESSIONAL WOMEN'S FOUNDATION, BUSINESS AND PROFESSIONAL WOMEN'S CLUBS' CAREER ADVANCEMENT SCHOLARSHIPS.**

COMMUNITY CLUBS & ORGANIZATIONS: **ROTARY, LIONS, KIWANAS, MASONS, SOROPTIMISTS, ETC.**

YOUR PARENT'S WORKPLACE: **SOME COMPANIES OFFER SCHOLARSHIPS FOR EMPLOYEES' CHILDREN.**

CORPORATIONS: **MANY ESTABLISHED CORPORATIONS OFFER SPECIAL SCHOLARSHIPS THROUGH FOUNDATIONS THEY HAVE ESTABLISHED. USE WWW.FASTWEB.COM, A COMPANIES' WEBSITE OR FINANCIAL AID DIRECTORIES AT YOUR LOCAL LIBRARY TO IDENTIFY SOURCES. SOME EXAMPLES: TALBOT'S CLOTHING STORE FOR WOMEN: ANNUAL SCHOLARSHIP WITH A MARCH DEADLINE FOR RETURNING WOMEN EARNING A BACHELOR'S (UNDERGRADUATE) DEGREE. CLAIROL: SCHOLARSHIPS FOR WOMEN 30 YEARS OF AGE AND OLDER. NEW YORK LIFE FOUNDATION SCHOLARSHIP FOR WOMEN IN HEALTH PROFESSIONS. AVON PRODUCTS FOUNDATION SCHOLARSHIP FOR CAREERS IN SALES.**

DEPARTMENT OF YOUR MAJOR: **INQUIRE FROM AN ACADEMIC ADVISOR, CHAIRMAN OF THE DEPT. OR A PROFESSOR ABOUT ANY MONEY GIVEN OUT FOR AN OUTSTANDING STUDENT IN THE MAJOR BY AN ALUM OF THE SCHOOL OR ANY OTHER INDIVIDUAL OR AGENCY. INQUIRE ABOUT SPECIAL PROGRAMS THAT OFFER SPECIAL INTERNSHIPS WITH STIPENDS, ANY RESEARCH PROGRAMS, ETC.**

PROFESSORS/CHAIRMAN OF THE DEPT.: **INFORM THEM YOU ARE INTERESTED IN BEING CONSIDERED FOR ANY SPECIAL FINANCIAL GIFTS TO AN OUTSTANDING STUDENT IN THE DEPARTMENT. TELL THEM YOU ARE A RETURNING STUDENT, YOUR DANCE BACKGROUND, YOUR ACADEMIC STANDING AND THAT YOU WILL GLADLY ATTEND AT ANY ALUMNI MEETING TO RECEIVE THE AWARD, IF YOU ARE CHOSEN.**

STUDENT SERVICES: **AT SOME SCHOOLS, THROUGH THIS DEPT. YOU CAN LEARN ABOUT SCHOLARSHIPS, AWARDS.**

ALUMNI OFFICE: **GRADUATING CLASSES GIVE TUITION GIFTS TO CURRENT STUDENTS AND TO THOSE GRADUATING TO USE FOR GRADUATE SCHOOL. GO TO THE ALUMNI OFFICE AND INQUIRE ABOUT ANY SPECIAL AWARDS.**

ASSOCIATIONS OF FREE LOANS: **FREELoan.org**, FOR INTEREST-FREE LOANS.

Educational resources

www.finaid.org
www.fastweb.com
www.scholarship.com
www.collegescholarships.org
www.findtuition.com
www.aie.org - Adventures In Education
www.hesc.state.ny.us - NY State Higher Education Services

Business resources

www.business.gov
www.myownbusiness.org
www.entrepreneur.com
www.sba.gov - Small Business Administration
www.businessownersideacafe.com
www.businessknowhow.net

Resources for the arts/dance

www.atdf.org - The American Tap Dance Foundation
www.apherd.org - Association for Health, Physical Education, Recreation, and Dance
www.ndeo.org - National Dance Education Organization
www.harlequin floors.com - The American Harlequin Corp.
www.artsawards.org - National Foundation for Advancement in the Arts
www.ed.gov - US Dept. of Education, Jacob K. Javits Fellowships Program
www.esc.edu - SUNY Empire State College, Richard Porter Leach Fellowship for the Arts
www.danceusa.org
www.dizzyfeetfoundation.org

Minority grants

www.stonewallfoundation.org
www.equityfoundation.org
www.minoritygrants.com

Government resources

www.nyc.gov
www.usgovinfo.about.com

Five Stage Career Development Process



5. CAREER MANAGEMENT

- Established in a new career or field.
- Make adjustments as needed and upgrade skills through continued life-long learning.
- Stays tuned to one's professional and personal growth, and continue to assess, make plans and set goals.

4. PRO-ACTIVE JOB SEARCH

- Implementation phase of the career plan.
- Utilize employer research, internet and email, cover letters, resumes, information and job interviews, and salary negotiation to create job offers and acceptance.

3. FOCUS AND GOAL SETTING

- Identify your career goal.
- Prepare for entry into career: education, training, cooperative education, targeted internships and volunteer work and relevant work experience.

2. EXPLORATION OF OPTIONS

- Investigate and evaluate a career through occupational research.
- Gather information through reading, talking to people and information interviews, and getting an experiential sense of the option (observe or job shadow, take a class, internship, volunteer or relevant work experience).

1. SELF-ASSESSMENT

- Establish decision-making criteria to aid in developing career options.
- Take stock of yourself: skills, values, interests, personality, strengths, abilities, knowledge, talents, traits, qualities and needs.

Career Counseling Concepts For the transitions in a dancer's career

These concepts are applicable and useful for career management and career development for all the transitions in a dancer's career.

- **Student to professional**
- **One company to another, or from one show to the next**
- **Company dancer to free-lance dancer and guest artist**
- **Professional dancer to next career**

1. **Assess** or take stock of yourself: strengths, talents, traits, qualities, characteristics, abilities, knowledge, skills, values, needs, personality style and interests.
2. **Explore** options and gather information: read, talk to people, and do; get an experiential sense of the option. (Observe or job shadow, take a class, apprentice, internship, volunteer)
3. **Clarify** a direction and create an action plan, setting short-term and long-term goals.
4. **Engage** in life-long learning; continue to upgrade and acquire new skills and knowledge.
5. **Develop** pro-active job search skills and create dynamic self-presentation materials.
6. **Participate** in a person-to-person encounter to ensure a suitable match and a good fit between you and the repertory/artistic director/choreographer or employer/client.
7. **Career management** in the new position or endeavor; make adjustments to keep creatively stimulated and positioned as current and ready for changes in your field.
8. **Career development** to stay attuned to your professional and personal growth; ask yourself, "What's next for me?" and continue to assess who you are, to set goals and make plans.
9. **Money Management** for clarity; so your energy can be focused toward achieving your goals.

Good Books for Career Guidance, Self-Assessment and Job Search Strategies:

Career Solutions for Creative People, Ronda Ormont

The Career Guide for Creative and Unconventional People, Carol Eikleberry

Cool Careers for Dummies, Marty Nemko and Paul and Sarah Edwards

Targeting a Great Career, and **Launching the Right Career**, Kate Wendleton, The Five O'Clock Books

Encyclopedia of Associations, Thomson Gale Publications, in your local library

Dance from the Campus to the Real World (And Back Again), Suzanne Callahan, editor, Dance USA

Dance Related Books:

Advice for Dancers, Linda H. Hamilton

Dance Magazine College Guide, Dance Magazine, published annually

Dance Teacher Dance Directory, Dance Teacher Magazine published periodically

Super Studio: The Guide to a Successful Dance Studio!, Debbie Roberts

Website Resources:

Dancing: www.DanceEurope.net, www.gotour.org, www.backstage.com, www.artspresenters.org www.playbill.com, www.AuditionFinder.com, www.dance.net, www.nyfa.org, www.artswire.org

Career Guidance: www.nycareerzone.org, www.bls.gov, <http://online.onetcenter.org> www.jobhuntersbible.com, www.RileyGuide.com, www.mcli.dist.maricopa.edu/cc/

Job Search: www.idealists.org, www.wetfeet.com, www.vault.com, www.salary.com www.graduatejobs.com, www.craigslist.org, www.JobStar.org

Dance Resume: <http://wolfram.org/writing/ydr/index.html> **Resume:** www.damngood.com

School: www.collegegrad.com, www.collegedegree.com, www.petersons.com, www.finaid.org

Small Business: www.sba.gov, www.score.org, www.onlinewbc.org, www.workingfromhome.com

Resources: www.actorsfund.org/ahirc, www.danceusa.org, www.thefield.org, www.careertransition.org

Developed by Suzie Jary, L.C.S.W., C.P., P.A.T., Career Counselor

Dancers are a Valuable Resource in the World of Work

Dancers develop these **Adaptive Skills**, (positive personal qualities and characteristics) that are transferable to other fields, careers and work roles:

Ability to work as part of a team or independently

Disciplined and dedicated

Ability to take direction

Persistent and able to work under pressure

Trained to think on their feet and adapt quickly to change

Intelligent and hard-working

Vitality, energy and physical stamina

Engaging physical presence

Strive for excellence

Keen motivation to improve and hone their skills

Individuals who are successful in one career are more likely to be successful in another

Learning skills of focus and concentration

Listening and observing skills

Strong sense of commitment and responsibility

Adaptive Skills prepared by Suzie Jary, L.C.S.W., C.P., P.A.T.

Presented at the First International Symposium of the International Organization for the Transition of Professional Dancers (IOTPD), Lausanne, Switzerland, May 1995

12 ESSENTIAL SKILLS FOR THE MILLENIUM

From the *Journal of Career Planning & Employment*, Spring Issue, 1997

- **Flexibility and adaptability** in handling ever-changing roles and management styles.
- **Ability to function and work with people** from a broad range of ages, cultures, and learning styles.
- **Language skills**, especially knowledge of multiple languages for the global marketplace.
- **Computer literacy** and basic knowledge in all types of technology.
- **Team playing**, negotiating, and networking skills.
- **Learning skills** and continuous re-education
- **Personal career planning skills** (self-assessment, inner worth, current skills, etc.)
- **Global awareness/orientation.** Knowledge of a country and region as well as the culture of the people there
- **Oral and written communication skills** become even more valuable as corporations flatten.
- **Self-comfort.** The company no longer defines the worker.
- **Strong ethical framework.**
- **Forecasting skills:** knowing where your company is going, where the opportunities will be and ability to see which direction to flex toward.

A CHANGING WORKPLACE

ELEMENTS OF THE **OLD** WORKPLACE

Structured

Stable, secure

Employer will take care of employees

Work for others

Local or national economy

White, male influence

Large employers

Worker as instrument

Hierarchical

Education is completed

Clear definition of duties

Focus on product

Salary driven

ELEMENTS OF THE **NEW** WORKPLACE

Flexible

Changing, little security

Variety of incentives

Self-employment

Global economy

Multi-cultural, female influence

Smaller organizations/units

Worker as human resource

Participatory

Life-long learning

Many duties, with cross-training common

Focus on customer

Value driven

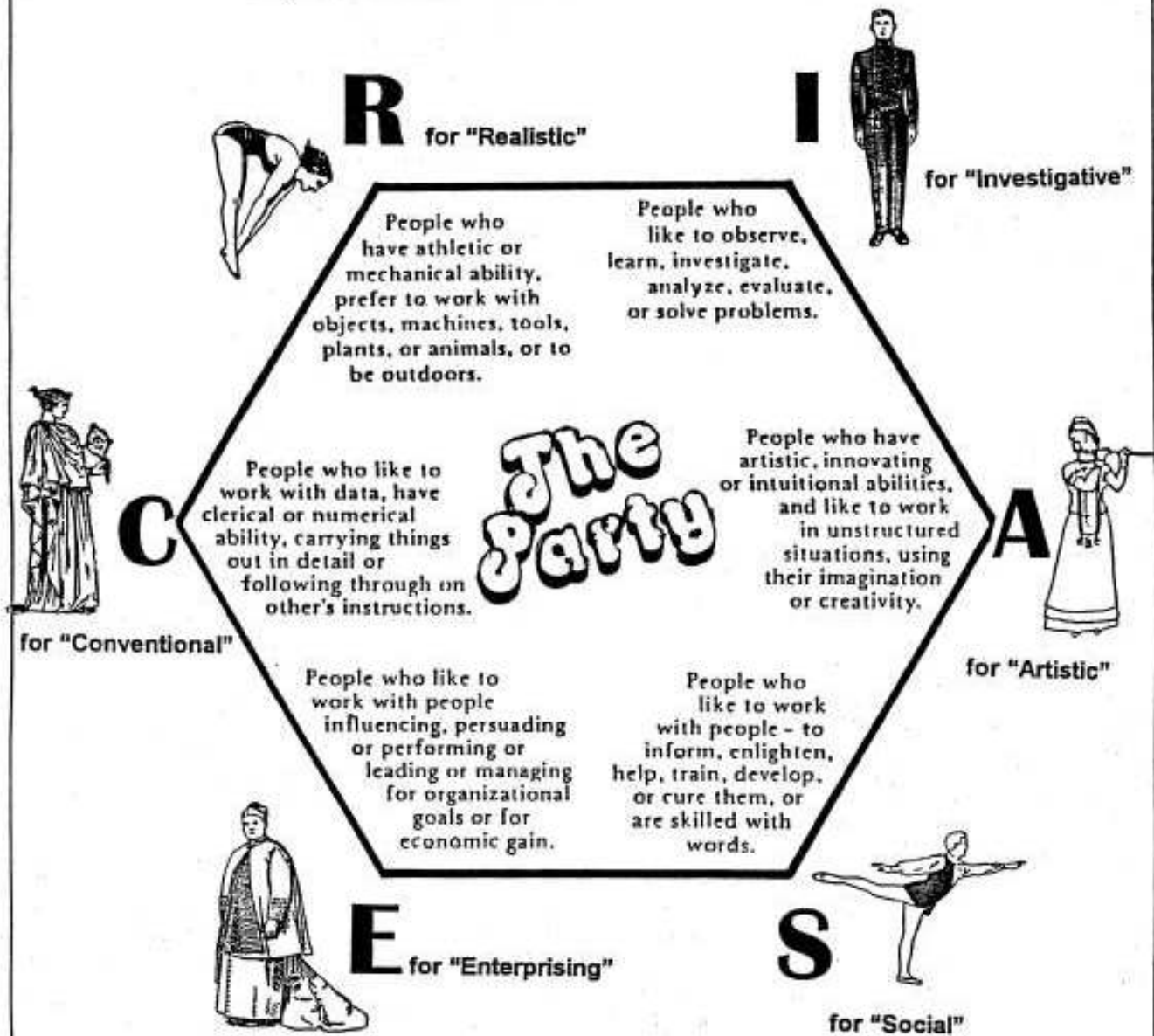
Adapted from: "The Career Training Sourcebook: Where to get Free, Low-Cost, and Salaried Job Training," Sara D. Gilbert, McGraw-Hill, New York, NY, 1993

Career Transition For Dancers

What Skills You Have and Most Enjoy Using

Generally speaking, all skills divide into six clusters or families.
To see which ones you are *attracted to*, try this PARTY exercise:

Below is an aerial view of a room in which a two-day (!) party is taking place.
At this party, people with the same or similar interests have (for some reason)
all gathered in the same corner of the room—as described below:



Adapted from *WHAT COLOR IS YOUR PARACHUTE?* by Richard Nelson Bolles

SKILLS IDENTIFICATION from 'The Party' Exercise

Most careers can be characterized in terms of skills by combining 2 – 4 of the following groupings. Which groups appeal to you most?

“E” Skills - Enterprising occupations include managerial and sales occupations

Motivating others	Conducting groups
Persuasive	Initiative
Promoting	Self-directed
Influencing others	Change
Develop rapport / trust	Charisma
Arbitrating	Courage
Renegotiating	Leadership
Bargaining	Prioritizing tasks
Manipulating	Coordinating
Showmanship	Supervision
Demonstrating	Evaluating
Presentations	

“S” Skills – Social occupations include educational and social welfare occupations

Serving and helping	Communicates effectively
Teaching	Training and development
Public relations	Curious
Good listener	Reading
Patience	Composing
Establish rapport	Interpreting
Therapeutic abilities	Translating
Team work	Flair for writing
Empathy/understanding	Speaking
Diplomacy	Group facilitating
Inventive	Good expression of self
Advising	Organizer of programs

“I” Skills – Investigative occupations include research, scientific and some technical occupations

Observing	Screening
Estimating	Exceptional intelligence
Scanning equipment use	Surveying
Listening	Research
Hearing	Interviewing
Keen senses	Dissecting
Detecting	Diagnosis
Perceiving	Grouping or classification
Discovering	Problem solving
Learns quickly	Trouble shooting
Alert	Critiquing
Appraising	Testing
Assessing	

“A” Skills – Artistic occupation include artistic, musical, and literary occupations

Imaginative	Expressive
Ideaphoria	Communication
Inventive	Playfulness
Creative	Facial expressions
Innovative	Symbolism
Experimental	Audio-visual
Originality	Photographing
Abstract	Spatial design
Adapting	Illustrating
Visualize shapes	Composing
Sensitivity	Fashioning

“C” Skills - Conventional occupations include office and clerical occupations

Executing decisions and instructions	Budgeting
Implementing decisions	Resource person
Enforcing regulations	Numerical ability
Responsible	Arithmetic
Dispatching	Bookkeeping
Efficient	Statistics
Perseverance	Analysis
Systematic	Financial reports
Organization	Planning
Clerical ability	Appraising
Classification	Accountability
Facilitating	

“R” Skills – Realistic occupations include skilled trades, technical and some service occupations

Manual skills	Motor coordination and agility
Machine skills	Recreation
Designing	Athletic
Constructing	Outdoor survival
Assembling	Travel
Dexterity	Working with animals
Crafts	Ranching
Precision work	Farming
Culinary	Navigating
Operating machinery and equipment	Keen sensations
Maintenance	Producing work
Trouble shooting	

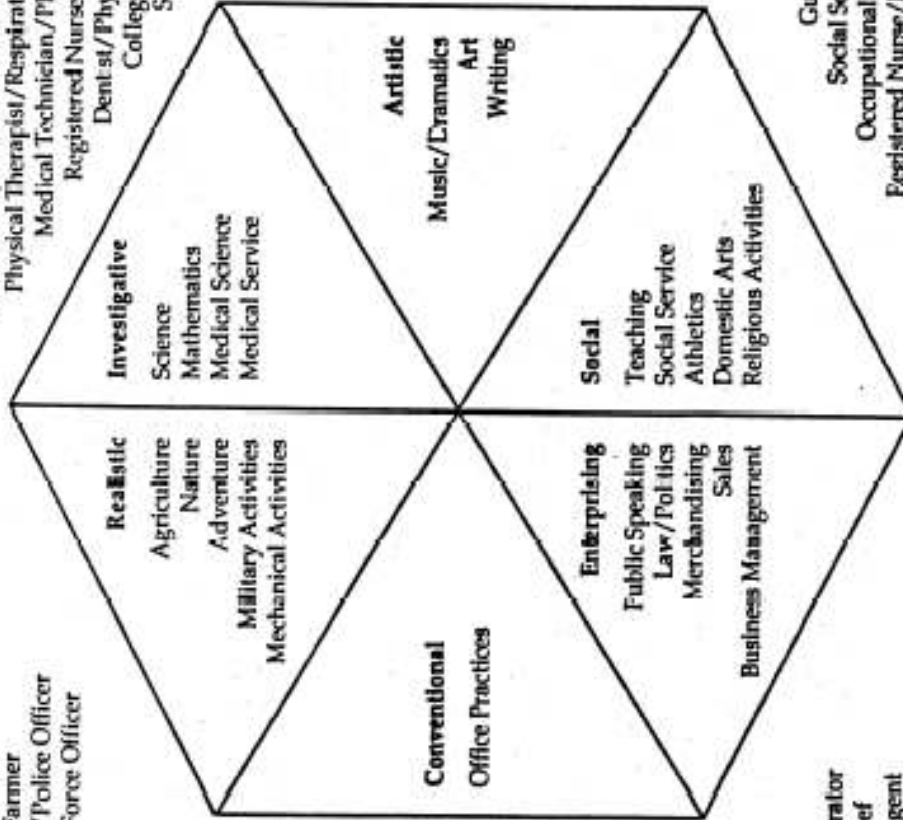
YOUR OCCUPATIONAL CODE

R - Engineer/Architect/Electrician/Carpenter
 Radiologic Technologist/Emergency Medical Technician
 Athletic Trainer/Veterinarian/Ferster
 Vocational Agricultural Teacher/Farmer
 Horticultural Worker/Bus Driver/Police Officer
 Air Force Enlisted Personnel/Air Force Officer
 Navy Officer/Army Officer
 Navy Enlisted Personnel
 Marine Enlisted Personnel

I - Computer Programmer/Systems Analyst/Medical Technologist
 Research & Development Manager/Geologist/Biologist
 Chemist/Physicist/Veterinarian/Science Teacher
 Physical Therapist/Respiratory Therapist
 Medical Technician/Pharmacist/Dietitian
 Registered Nurse/Chiropractor/Optomtrist
 Dentist/Physician/Mathematician/Geographer
 College Professor/Psychologist
 Sociologist

C - Mathematics Teacher
 Army Enlisted Personnel
 Marine Enlisted Personnel
 Air Force Enlisted Personnel
 Secretary/Dental Assistant
 Food Service Manager
 Executive Housekeeper
 Nursing Home Administrator
 Dietitian
 Business Education Teacher
 Credit Manager/IRS Agent
 Banker/Accountant

E - Investments Manager
 Marketing Executive/Juwer
 Florist/Beautician/Realtor
 Optician/Nursing Home Administrator
 Funeral Director/Travel Agent/Chef
 Restaurant Manager/Purchasing Agent
 Agribusiness Manager/Store Manager
 Chamber of Commerce Executive
 Life Insurance Agent
 Elected Public Official
 Personnel Director



A - Medical Illustrator
 Art Teacher/Artist, Fine
 Artist, Commercial
 Interior Decorator
 Architect/Photographer
 Musician/Chef/Beautician
 Flight Attendant
 Advertising Executive
 Broadcaster
 Public Relations Director
 Lawyer/Public Administrator
 Reporter/Librarian
 English Teacher
 Foreign Language Teacher

S - Foreign Language Teacher
 Minister/Social Worker
 Guidance Counselor/Elementary Teacher
 Social Science Teacher/Special Ed. Teacher
 Occupational Therapist/Speech Pathologist
 Registered Nurse/Dental Hygienist
 Licensed Practical Nurse/Athletic Trainer
 Physical Education Teacher/Recreation Leader
 YMCA - YMCA Director/School Administrator
 Home Economics Teacher

Career Transition For Dancers
 The Catalina and Theodore Newhouse Center for Dancers
 164 West 46th Street, New York NY 10036-2531
 Phone: 212-64-0172 - Fax: 212-764-0343
www.careertransition.org

Career Transition For Dancers

Use of Occupational Codes in Informational Interviewing



An important step in career development is informational interviewing in which you interview workers to gather information about their work. Your Occupational Code can help you ask questions which are related to your interests. For instance, if you are high in Artistic Interests, you will want to find out if a work environment will give you the flexibility you desire. On the other hand, a Conventional type will seek a structured environment.

If you are a REALISTIC type, you may want to ask your contact

- Are there tangible goals to work for, will I see a concrete result when a project is done?
- Is it possible to work independently, or are projects run by groups?
- Does this job produce a practical, useful product or service?
- Are there clear lines of responsibility?
- Will I be working with tools or machinery?

If you are an INVESTIGATIVE type, you may want to ask your contact

- How flexible is this position, how structured is this environment?
- Will I be free to pursue projects independently?
- Will I be able to exercise my writing/researching/analyzing skills?
- Will I be challenged intellectually?

If you are an ARTISTIC type, you may want to ask your contact

- Will I have the opportunity to be imaginative, creative, inventive, curious?
- Is the environment flexible?
- Will I be able to pursue projects independently?
- Will I have time for consideration or contemplation?

If you are a SOCIAL type, you may want to ask your contact

- Is there an emphasis on group work and social interaction?
- Will I be helping people by training, teaching, guiding, or mentoring?
- Will I be able to share my feelings and intuitions as well as my responsibilities?
- Does this position advance ethical, humanistic goals?

If you are an ENTERPRISING type, you may want to ask your contact

- Does this position have a good possibility of advancement?
- Will I be able to assume a leadership role?
- Will there be an opportunity to exercise my skills in speaking, selling, or persuading?
- Is this a dynamic, competitive work environment?
- Will I be able to use business skills such as negotiating?

If you are a CONVENTIONAL type, you may want to ask your contact

- Is the environment well organized, and efficient?
- Are the lines of responsibility clear?
- Will I be able to use office machines to be more productive?
- Will I be able to exercise my own judgment and control my schedule?
- Are the hours regular and the duties consistent?

*The material in Section Four was developed in collaboration with Katherine Hirsh, who was serving as a consultant to Consulting Psychologists Press.

CAREER MAP

SKILLS & ABILITIES

INTERESTS

VALUES

STRENGTHS & HIDDEN ASSETS

Resources

<http://www.makingthedifference.org> - The government's portal primarily for college students. It has a lot of good information for finding a place to serve in the Federal Government that is right for you.

Books Recommended by Chicago CTFD Counselor Maryellen Langhout

Goal Setting

The Complete Idiot's Guide to Reaching Your Goals, Jeff Davidson, 1998

Write It Down, Make It Happen, Henriette Anne Klauser, 2005

Organizing Strategies

Getting Things Done: the Art of Stress Free Productivity, David Allen ,2002

Ready For Anything: 52 Productivity Principles for Work and Life, David Allen, 2004

Making It All Work: Winning at the Game of Work and the Business of Life, David Allen, 2009

Eat That Frog! 21 Great Ways to Stop Procrastinating and Get More Done in Less Time, Brian Tracy, 2002

Career Exploration

Do What You Love, The Money Will Follow, Discovering Your Right Livelihood, Marsha Sinetar, 1987

How to Find The Work You Love, Laurence G. Boldt, 1996

Zen and the Art of Making a Living, Laurence G. Boldt, 1991

Refuse to Choose! Use All Of Your Interests, Passions and Hobbies To Create The Life and Career Of Your Dreams, Barbara Sher, 2006

Soul Work, Finding the Work You Love, Loving the Work You Have, Deborah P. Bloch & Lee J. Richmond, 1998

Do What You Are, Discover the Perfect Career for You Through the Secrets of Personality Type, Paul D. Tieger & Barbara Barron, 2007

300 Best Jobs Without a Four-Year Degree, Michael Farr, 2006

175 Best Jobs Not Behind a Desk, Michael Farr & Laurence Shatkin, 2007

Cool Careers For Dummies, Marty Nemko & Paul and Sarah Edwards, 2001

Careers for Non-Conformists, Sandra Gurvis, 2000

How'd You Score That Gig, A Guide to the Coolest Jobs, Alexandra Levit, 2008

Planning Your Career in Alternative Medicine, Diane Boulerice Lyons, 2000

Top 100 Health Care Careers, Saul & Edith Wischnitzer, 2005

150 Best Recession-Proof Jobs, Laurence Shatkin, 2009

200 Best Jobs For Renewing America, Laurence Shatkin, 2009

Great Jobs in the President's Stimulus Plan, Laurence Shatkin, 2009

Resume and Cover Letter Writing

Same Day Resume, Michael Farr, 2007

Quick Resume and Cover Letter Book, Michael Farr, 2008

202 Great Resumes, Jay A. Block and Michael Betrus, 2004

101 Best Cover Letters, Jay A. Block and Michael Betrus, 1999

Job Searching and Networking

Best Career and Education Web Sites, A Quick Guide to Online Job Search, Ann Wolfinger, 2009

The Ultimate Job Search, Intelligent Strategies to Get the Right Job Fast, Richard Beatty, 2006

Networking Steps: Learn Networking -- Get Working, Phil Roth, 2009

Seven Days to Online Networking, Ellen Sautter & Diane Crompton, 2008

Job Interviewing

60 Seconds & You're Hired, Robin Ryan, 2008

Next Day Job Interview, Michael Farr & Dick Gaither, 2009

Interview Magic, Susan Britton Whitcomb, 2008

The 250 Job Interview Questions you'll most likely be asked ...and the answers that will get you hired! Peter Veruki, 1999

Handling Job Stress

Work as a Spiritual Practice, A Practical Buddhist Approach to Inner Growth and Satisfaction on the Job, Lewis Richmond, 1998

Type Talk At Work, How The 16 Personality Types Determine Your Success On The Job, Otto Kroeger with Janet M. Thuesen, 1992

Transitioning

Make Job Loss Work For You, Richards Deems & Terri S. Deems, 2010

Start Your Own Business and Hire Yourself, Suzanne Caplan, 2010

Job Search Sites

www.indeed.com good search site for job seekers.

www.simplyhired.com another good search site for job seekers.

www.mandy.com international film, TV production resources.

www.getdancejob.com good job search site for opportunities in the dance field.

Short Term Training and Certificates

<http://www.cuny.edu/academics/conted.html> City University of New York continuing education programs, short term trainings and certifications at all of the CUNY Campuses.

<http://www.cuny.edu/academics/conted/green/training-programs.html> training programs in sustainability and green product design, products and technology.

<http://www.baruch.cuny.edu/realestate/professional-education/ny-state-re-licensing.html> real estate salesperson license at Baruch College, CUNY

Money and College Financial Aid

www.Fafsa.ed.gov Free Application for Federal Student Aid.

www.textbookaid.org American Opportunity Tax Credit higher education resources.

www.Simplytuition.com has links to financial aid for college, finance, debt and mortgage.

www.Libertytax.com site that has calculators for withholding for income tax.

www.Smartmoney.com good site for spending, investing and understanding money management.

Associations

www.cae-nyc.org The Center for Arts Education, to restore and sustain the arts in the public school in NYC.

www.nccata.org, The National Coalition of Creative Arts Therapies Associations site, an alliance of professional associations dedicated to the advancement of the arts as therapeutic modalities.

Information about our New York City Office

Our office is located at The Caroline & Theodore Newhouse Center for Dancers
165 W 46 Street, Suite 701
New York, NY 10036

To make a career counseling appointment, simply call 212 764 0172.

A message from Lauren Gordon, Career Counselor that can be applied to all of our offices:

By the time a dancer makes an entrance at our doors or calls to speak to our administrative assistants for the first appointment, or grants coordinator Ann Barry, and especially by the time they meet with Linda, Maryellen, or Lauren they have taken a step into hope and change. Some dancers come in crisis—company layoffs, serious injury, contract not renewed, ready or not. Others are “ready” to peek or leap into their future while living fully in the present. Some dancers come to one of our Career Conversation or local or national outreach events or thru one of our sister organizations or read about CTFD in a dance magazine or the backstage bulletin board. More and more frequently, dancers are finding our website, (www.careertransition.org) or Facebook or Twitter account. The most popular way that dancers find their way to us is through another dancer.

Dancers come in for career counseling for several reasons but they may come in AT ANY STAGE of their performing or post-performing career. They may return periodically for a “tune up” or “touching base”. And always hope and support for all the changes ahead. CTFD is a place you can go home again in all the stages of one’s career and life.

Some dancers appear in crisis and not knowing what to do or where to start. Some dancers are thinking about a next or side career, even for the short term. This could include teaching dance, instructing yoga, going into real estate, or going back to school or additional training around their performing schedule. They have started to think about the “what” though may need some guidance on the “how and where”. Other dancers have a long-term idea of a new career or business direction—education, law, social work, international relations, retail, and entrepreneurial, for examples. They may need help in identifying programs, writing a resume, finding mentors, or investigating financial aid.

Many of our dancers meet with us later in their careers or in their post performing days. They may have worked in the dance world in another role - teacher, choreographer, director, or as a fitness instructor or massage therapist and are preparing for a third act. They may need more financial security, including a retirement financial plan. They may wish to relocate. They may have met someone and started a family. They may be planning to work less. Life issues and dance/work issues converge in a pas de deux, just as they always have but now they are parallel though separate threads.

All of our dancers get support in identifying emotional factors in their transitions and recognizing that their skills, unique and specialized lend themselves to be transferable and adaptive skills that are generally valued in non dance, i.e. civilian settings.

When a dancer trusts us with vulnerable feelings, that’s the time to listen to them and provide a safe space to explore these feelings and to learn more about themselves. We help them recognize especially their strengths, and transferable skills, and sooner or later, to mobilize support and a plan. Feelings of loss and bereavement, anger, relief, and excitement all need to be heard and acknowledged. Additional support and resources, both in our community or outside, are offered, sometimes with a gentle push. Sometimes that gentle push is to a first income-producing job outside of performing.

Transitions are a normal part of life. Dancers’ identities may shift and develop. Feelings of loss and confusion may arise and even stay around for a time. However, earliest and ongoing attention and planning to prepare for their careers and for their full and integrated lives and identities, will go a long way for our dancers to be best prepared for the unknowns and uncertainties that are part of a natural progression of dance and life.

Come to Career Transition For Dancers in the beginning, in the middle, at the end, and following your wonderful performing career.

Information about our Los Angeles Office

The office is located at:

5757 Wilshire Boulevard, Suite 455
Los Angeles, CA 90036

To make an appointment call 323 549 6660 or email info-la@careertransition.org. You will speak to one of the three staff members below:

Los Angeles Office Staff

The Los Angeles office of CTFD has been supported since 1997 with administrative staff that pride themselves on their long and noteworthy dance, choreography, producing and directing careers.

Linda Bunch is the counselor in our Los Angeles office and comes from both a creative and academic background. While her grandmother was an opera singer in San Francisco and her husband a musician, her family also has a long history within academia on both the east and west coasts...Stanford University, the University of Michigan, Wellesley College and Guilford College in North Carolina. Linda is well aware of career transition. In her early 20's as a respiratory therapist she realized she enjoyed the one-on-one interaction with people more than her current position within the medical field. Consequently, she changed careers and pursued a BA in Interpersonal Communication, an MA in Ed. (with an emphasis in working with college students) and a certificate in Career Education and Counseling. She has worked as a career counselor, career center director and workshop presenter for 20 years within higher education and private practice all in California.

Appointments are available Monday, Wednesday and Thursday. The best way to make an appointment is to call the Los Angeles office at (323) 549-6660. We look forward to hearing from you soon.

The Office Administrator, Joanne DiVito had a 40-year career in dance. She was a ballet and Broadway dancer, working with such notables as Jack Cole, George Abbott, Richard Rodgers, and Ethel Merman, a choreographer for media, film, and stage for 25 years, and Owner/Director of her own corporate entertainment company. Thanks to support from CTFD and completion of her undergraduate degree through the LEAP (Liberal Education for Arts Professionals) program, Joanne is now an adjunct professor at Cal State University in Northridge.

Maureen Byrnes, Administrative Assistant in the Los Angeles office, was a ballet dancer with Ruth Page's Chicago Ballet and Le Grande Ballet Canadian. She was a lead performer on Broadway in *Oh! Calcutta!* and performed throughout Europe, Canada and the U.S. later becoming a film actress before coming to CTFD. She recently was featured in "The Red Machine" showing at Film Festivals across the Nation.

The newest member of the Los Angeles office and coordinator of the National Outreach Projects (NOP) is Sonja Haney who danced professionally for 25 years with top choreographers in TV, film, Broadway and musical theatre. She assisted many choreographers including Bob Fosse and Tony Charmoli. Her casting credits include David Duclon's series *Punky Brewster*, *Boys Will Be Boys* and many pilots for NBC. For the past 10 years she has produced theater in and around Los Angeles including the Tiffany Theatre's operations and productions for The Actors Studio.

Information about our Chicago Office

The Chicago Office of Career Transition For Dancers is located at
Hubbard Street Dance Center
1147 W. Jackson Blvd.
Chicago, IL 60607

Appointments for counseling are available by phone and in person 12-5 Mondays and Thursdays.

To make an appointment, please contact Maryellen at 312-666-0234 or mlanghout@careertransition.org; indicating your preferred day and time.

The Chicago Office serves not only dancers in Illinois but also: Michigan, Wisconsin, Ohio, Indiana, Missouri, Iowa, Minnesota, North Dakota, South Dakota, Nebraska, Kansas, Oklahoma, Texas, Puerto and Guam.

Maryellen Langhout, the newest Career Transition For Dancers Career Counselor, opened the Chicago Office of Career Transitions For Dancers in August 2008 at Hubbard Street Dance Center, where she provides career counseling to area dancers, as well as clients throughout the Midwest, Texas, Puerto Rico and Guam, via phone and internet.

In her previous careers and vocational pursuits, she cultivated investigative skills and aesthetic sensibilities that have equipped her to understand and meet the unique needs of dancer clients:

As a daily reporter on the community services beat of the Champaign-Urbana News-Gazette, she tracked down vital information about social service and health agencies. As a managing editor of a trade magazine, she honed her sense of the proper use of white space, typefaces and photos to lay out a well-balanced, attractive page. And as a magazine editor and community college composition instructor, she refined her editing skills. Her leisure activities -- ballet, Pilates, yoga, Feldenkrais and photography -- have heightened her awareness of body mechanics and visual aesthetics.

What does this mean to her Career Transition For Dancers clients?

Maryellen is skilled at identifying social and educational resources appropriate for the needs of dancers. She is adept at teaching clients to compose elegant, effective resumes and cover letters. She shares and understands dancers' passion for physical and artistic mastery. And she understands the career transition process firsthand, having transitioned from news reporting to editing to teaching to counseling.

Maryellen is an Illinois Licensed Professional Counselor, a National Board Certified Career Counselor and a Myers-Briggs Personality Inventory Qualified Practitioner. She holds a bachelors degree from the University of Illinois in Champaign-Urbana in Rhetoric and Composition. She earned masters degrees in Linguistics-TESL (1981) and Counseling-Adult Career Development (1996) from Northeastern Illinois University.

Since retiring from City Colleges of Chicago, Maryellen has focused on increasing her competency in Spanish and French, attending classes at Instituto Cervantes Chicago and Alliance Francaise de Chicago. In recent years, she and her camera have travelled to France, Quebec City, Montreal, the Yucatan Peninsula and Saugatuck, MI.

Chicago and Midwest Resources

Cathedral Counseling Center

Psychotherapy services (sliding scale available to uninsured).

www.cathedralcounseling.org/services

Lorene Replogne Counseling Center

Individual and couples counseling and crisis intervention (sliding scale available to uninsured).

www.fourthchurch.org/lrcc

Chicago Artists Resource

Comprehensive resource for dancers and other artists for jobs in the arts, forums, seminars, community services and online resources.

<http://www.chicagoartistsresource.org/>

Chicago DanceMakers Forum

Coordinates public programs to benefit broader Chicago dance community including 2010 Dancers At Work Forum Series at the Chicago Cultural Center.

www.chicagodancemakers.org

Lawyers for the Creative Arts

Provide free educational programs and legal services to clients from all areas of the arts regarding business and other legal issues.

<http://law-arts.org>

University of Illinois at Chicago, Occupational Health Services Institute, Health and Arts Program

Diagnosis and treatment of arts-related disorders.

www.uic.edu/sph/glakes/harts/

Acknowledgements

Career Transition For Dancers wishes to thank Actors Equity Association for donating the space for today's conference. Without them, this conference truly could not have been possible.

We wish to thank all the presenters, panelists and speakers who donated their time to be here.

We wish to thank all the partner organizations and businesses who not only attended to share valuable information with our participants, but helped us with marketing and publicity.

We wish to thank the other performing arts unions, AGMA, AFTRA, AGVA and SAG who helped us publicity.

We wish to thank the board of directors of Career Transition For Dancers for their support and encouragement to make this event possible.

We wish to thank Michael Kaiser, Executive Director of The Kennedy Center who encouraged us to do this event to help our dancer-clients during this difficult economy and changing arts landscape.

We wish to thank all the volunteers and staff who worked so tirelessly to make this event a success.

And, don't forget to find us on Facebook at www.facebook.com/careertransitionfordancers

And Twitter @ctfdgala

Thank you!