

Tuesday, January 23, 2018

Gibney Dance Seeks Performance & Residency Programs Assistant!

Company: Gibney Dance

Location: New York, NY

Compensation: Salary commensurate with experience.

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Performance & Residency Programs Assistant

The Performance and Residency Programs Assistant works to advance Gibney Dance as part of a coordinated Performance and Residency Programs Team consisting of the Director of Performance and Residency Programs, Performance and Residency Programs Manager, Performance and Residency Programs Assistant, Technical Director, Box Office Manager, House Manager, Front of House Associate, and Exhibition Coordinator. The Performance and Residency Programs Assistant reports directly to the Director of Performance and Residency Programs.

RESPONSIBILITIES

Overview

The Programs Assistant is responsible for executing logistical and administrative aspects of Gibney's Performance and Residency Program activity in close collaboration with the Director of Performance and Residency Programs and Performance and Residency Programs

Program Activity

Provides administrative and logistical support to the Performance and Residency Programs department on public engagement programs, various performance series (Making Space, DoublePlus, Work Up, American Realness) and residency programs (Dance in Process and others to be established).

Provides administrative and logistical and on-site support to Programs Manager for SIMYS, Center Line, ShowDown, and Show/Share Drafts performance agreements, LOIs and check requests for program artists and moderators, submits to Programs Manager for review and Director of Performance and Residency Programs for approval

Maintain highest level of customer service across all aspects of program activity with artists and Gibney community

Performance Activity

Provides support to Director of Performance and Residency Programs and Programs Manager in regard to curated artists

Attends production meetings with curated artists and provides support to Director of Performance and Residency Programs and Programs Manager in completing outstanding needs

Drafts performance agreements and check requests for artist commissions and box office cuts

Provides administrative support to Programs Manager on POP Program

Attends weekly production meetings with full Performance and Residencies team

Residency Activity

Provides administrative and logistical support to Programs Manager in residency application process

Drafts Artist Agreement contracts and check requests, all to be approved by DPRP

Provides support to resident artists as determined by DPRP and Programs Manager

Administration

Drafts performance and residency contracts and check requests for Performance and Residency Programs artists and collaborators, overseen by Programs Manager

Assists DPRP in creation and upkeep of department organizational documents

Supports Director of Performance Residencies and Programs Manager with ongoing tasks and research as needed

To apply please submit a resume and cover letter to position@gibneydance.org with the subject "Performance and Residency Programs Assistant_[Last Name]"

Gibney Dance
280 Broadway (Enter at 53A Chambers St.)
New York, NY, 10007
6468376809
<https://gibneydance.org/about/internships-volunteers-employment/>

For more information:
Nora Alami
nora@gibneydance.org
6468376809

[< back](#)

[previous listing](#) • [next listing](#)