

Monday, June 9, 2025

Rehearsal Assistant, Dance Division

Company: The Juilliard School

Location: NY

Compensation: \$18,000 for the 2025-26 academic year

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Description:

The Dance Division at The Juilliard School seeks applicants for a part-time Rehearsal Coordinator for the 2025-26 academic year. The role reports to the Associate Dean & Director.

The hours are typically late afternoon/evenings and weekends during tech/performance periods. The role will average 20 weeks per year and is for the 2025-26 academic year (34 weeks).

Salary:

\$18,000 for the 2025-26 academic year.

About Juilliard Dance

Juilliard Dance develops artists of the 21st century—trained in ballet, modern, and contemporary dance forms. In the four-year dance program—leading to a bachelor of fine arts degree—students learn the great traditions of both past and present. Juilliard dancers enjoy unparalleled opportunities to work with today's leading choreographers and perform both new works and existing repertory. In addition to high caliber technical training and performances, dancers learn about the craft of choreography and immerse themselves in other facets of the field. Located at Lincoln Center in New York City, Juilliard prepares dancers for all the possibilities that lie ahead.

Working at Juilliard

Founded in 1905, The Juilliard School is a world leader in performing arts education. The school's mission is to provide the highest caliber of artistic education for gifted musicians, dancers, and actors from around the world so that they may achieve their fullest potential as artists, leaders, and global citizens.

Excellence and professionalism are important guides in how we go about our work, but we also connect to the mission as individuals in the workplace. We thrive because of our variety of backgrounds and our ability to be open and honest, and we also thrive because we enjoy each other's company. We believe that each employee has the responsibility to help shape the Juilliard organizational culture, and we provide opportunities to participate in team-building throughout the year. Our organizational values focus on excellence, creative enterprise, and equity, diversity, inclusion, and belonging.

We encourage you to read more about how we achieve our mission on our website, juilliard.edu.

Role Responsibilities:

Provides support to Dance Division students, staff, guest artists, and choreographers throughout the year for all performance projects.

Responsibilities include:

- Monitoring and maintaining studios to ensure any needs in the physical space (temperature, floor tape, etc.) and technical needs (sound equipment, video, etc.) are addressed.

- Checks in regularly with the faculty or rehearsal assistants in the studios to ensure rehearsals are running smoothly in each studio.

- Serves as intermediary between the choreographers/guest artists and Dean & Director and Associate Director, relaying any information about the rehearsal process.

- Communicates with Dance Division production staff regarding any props, stage equipment and/or costume rehearsal attire when needed.

Assists with rehearsal- and performance-related communication to students, Dance Division staff, guest artists and choreographers, including but not limited to scheduling, video footage, music files, and absences, etc.
Assists with taking notes, playing music, taking videos, and learning the movement language of said choreographic work in preparation to possibly running a rehearsal, if the opportunity and need arises.
Attends Dance Division & Dance Production-related meetings, as scheduled.
Additional duties, as assigned.

Minimum Requirements:

Is familiar with the choreographic process and knowledgeable on how to facilitate the artistic and technical needs of that process.
Demonstrates professional attitude, diplomacy, and appropriate confidentiality, and can be readily prepared for each rehearsal space.
Strong Administrative Skills, inclusive of strong written and verbal communication
Ability to learn new computer programs quickly
Willingness to work as part of a team, as well as independently

Preferred Background:

Bachelor's degree in Dance or equivalent professional experience
Strong interest in creative process, choreography, and performance; student development; higher education and arts administration

Application Process:

Qualified applicants should submit:

A cover letter describing why you are interested in the rehearsal coordinator position at Juilliard. The letter should include a short description detailing your experience as an administrator and/or rehearsal director (or equivalent), what you hope to bring to the Juilliard Dance Division, and what you hope to learn from your time in this role.
Resume or C.V.

Selected candidates will be asked to complete a series of interviews with different staff members in Juilliard Dance. Additionally, candidates who progress through the interview process will be asked to submit contact information for three references.

Nondiscrimination Policy:

The Juilliard School is committed to a policy of equal treatment and opportunity in every aspect of its relations with its faculty, staff, students, and other members of the Juilliard community, and does not discriminate on the basis of actual or perceived race, color, religion, creed, age, sex, national origin, alienage, ancestry, citizenship, sexual orientation or preference, gender identity, physical or mental disability, medical condition, predisposing genetic characteristics, marital status, partnership status, or any other basis prohibited by applicable local, state, or federal law. This nondiscrimination policy covers, but is not limited to, recruitment, hiring, training, benefits, rates of pay and other forms of compensation as well as student admission, access, and treatment in school programs and activities.

The Juilliard School
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NY, 10023
https://fa-eoqj-saasfaprod1.fa.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/Juilliard/job/921?utm_medium=jobshare&utm_

For more information:
Human Resources
jobs@juilliard.edu

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