

Monday, August 22, 2016

Intern/ Rehearsal Assistant for Faye Driscoll

Company: Faye Driscoll
Location: Brooklyn, NY

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The Rehearsal Assistant is a constant presence both in and out of the rehearsal studio, assisting Faye in all manners of artistic and administrative work. You must have a good work ethic, fine attention to detail, and be a great communicator.

Specific duties will include:

In rehearsal:

- Open space in time for warm-up or arrive at warm-up time
- Set up props/ costumes/ equipment (what's needed at the top of the day)
- Reorganize props/ costumes/ equipment at the end of the day (clean up)
- Video
 - Have camera charged and ready with enough space
 - Delete all extra/ unneeded files
 - Transfer important files to hard drive
- Document
 - Take photos of props/ costumes as needed
 - Take rehearsal notes and send to collaborators after each rehearsal
- Communicate rehearsal schedule and location to dancers and designers
- Keep the google calendar up to date and track rehearsal conflicts
- Keep track of visitors to rehearsal
- Manage Open Rehearsals
- Track dancer hours

Outside of Rehearsal

- Assist Faye with light accounting (collecting and reporting receipts for reimbursement)
- Assist Faye and Producer with some basic administration
- Generate Email blasts via Constant Contact
- Perform Errands as needed

Small monthly stipend

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For more information:
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