

Tuesday, August 6, 2019

Assistant to the Choreographer

Company: Faye Driscoll

Location: Brooklyn, NY

Compensation: Hourly Rate and Weekly Tour Fees DOE

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Photo: Maria Baranova

FAYE DRISCOLL SEEKS ASSISTANT TO THE CHOREOGRAPHER

POSITION OVERVIEW

The Assistant to the Choreographer encompasses a broad range of responsibilities in support of Driscoll's creative practice, and the creation, promotion and touring of Driscoll's contemporary dance works. The Assistant plays an essential role in the ongoing support and day-to-day operations of an independent dance artist, and serves as tour manager for an active season of performances, both nationally and internationally.

This position has a two-part work-flow structure: part-time hourly administration on a year-round basis, plus full-time on-the-road schedule for touring, estimated at 8 to 12 weeks annually. The company has existing projects in both NYC and Los Angeles, and the ideal candidate is located and networked in one or both of those cities.

ABOUT FAYE DRISCOLL

Faye Driscoll is a Bessie Award-winning performance maker who has been hailed as a "startlingly original talent" (Roslyn Sulcas, *The New York Times*) and "a postmillenium postmodern wild woman" (Deborah Jowitt, *The Village Voice*). Her recently completed five-year trilogy, "Thank You For Coming," is an exploration of real-time human connection, of how we are present with one another. She notes, "Being together in shared physical space is becoming rarer and rarer—like handwriting and physical books." Her work emphatically defies categories: she makes dances sometimes seem like plays, and load-in like installations. In her work, performers sing, fight, and frolic through an unsteady world. Her sets are designed to break apart. Props are used and reused for fantasy, excess and loss.

Driscoll is the recipient of the Doris Duke Artist Award, a US Artists Doris Duke Fellowship and she is the 2018 Jacob's Pillow Dance Award. Her work has been presented nationally at the Wexner Center for the Arts, the Walker Art Center, The Institute for Contemporary Art/Boston, MCA/Chicago and BAM, among many others; and internationally at La Biennale di Venezia, Festival d'Automne à Paris, Croatian National Theatre in Zagreb, Melbourne Festival, Belfast International Arts Festival, Onassis Cultural Centre in Athens and Centro de Arte Experimental in Buenos Aires. She recently choreographed for Young Jean Lee's *Straight White Men on Broadway* and for *Madeline's Madeline* a film by Josephine Decker.

For more information, visit www.fayedriscoll.com.

JOB RESPONSIBILITIES

The Assistant to the Choreographer works under the direction of the Artist, and in coordination with Driscoll's production team, to manage responsibilities in three key areas:

TOUR MANAGEMENT:

- Coordinate travel, housing, and per diems for team for tours and residencies;
- Track, generate and communicate tour activities and itineraries;
- Coordinate shipping, storage and other production logistics, in coordination with Production Manager;
- Support designer and collaborators in managing logistics and tracking expenses for materials/build-outs/transport and shipping, etc.;
- Serves as an "outside eye" during rehearsals and performances, tracking performance and technical elements, and may serve as a stand-in for technical rehearsals, etc.;

- Travel with Company and serve as on-the-road Assistant to the Choreographer and Company Manager for performances and residencies.

ADMINISTRATIVE AND PERSONNEL COORDINATION:

- Support Choreographer directly through tasks that encompass both Personal and Choreographic Assistant duties, including running errands, managing calendars, scheduling meetings, and assisting in creative research, implementation and development of creative ideas;
- Coordinate and communicate performer and collaborator schedules for in town rehearsals, residencies, and touring;
- Identify rehearsal spaces and venues for in-town rehearsals;
- Assist and attend all rehearsals, including coordination rehearsal needs, space prep and restore;
- Take active notes, track and document creative processes, and maintain growing archive of the artist's practice;
- Attend meetings or phone calls with presenters, funders, residency partners, as needed.

MARKETING AND SOCIAL MEDIA COMMUNICATIONS:

- Generate, organize and help to maintain core company marketing materials, including dossiers, photos, a??videos, artist and collaborator/performer bios, artist statements, CV's;
- Organization and maintenance of mailing list, including monthly e-blasts;
- Manage regular updates of website and social media posts, in dialogue with the Artist;
- Collect, organize and archive press and media coverage, documentation, etc.

Other duties as assigned.

SKILLS AND QUALIFICATIONS

- Demonstrated passion for, and knowledge of, the field of contemporary dance and performance;
- Highly motivated, with the ability to work independently to manage and meet deadlines;
- Flexible and responsive to shifting priorities, with an eagerness to tackle new challenges;
- Strong organizational skills, paired with clear communication skills;
- Able to work effectively and with equilibrium under pressure;
- Social media savvy, with an eye for compelling content;
- Strong understanding, or quick-study, of multiple online tools and other software, including Google and Microsoft Apps, WordPress, MailChimp;
- Up-to-date knowledge of social media platforms and practices.

TO APPLY

Please submit resume and cover letter to fayedriscollgroup@gmail.com. Candidates should be available to start no later than September 1, 2019.

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For more information:
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