

Monday, August 2, 2021

## CRDANCE COMPANY INTERNSHIP: ASSISTANT REHEARSAL DIRECTOR

Company: CRDANCE COMPANY, LLC  
Location: Manhattan  
Compensation: Unpaid

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CRDANCE COMPANY, LLC

JOB DESCRIPTION: ASSISTANT REHEARSAL DIRECTOR CRDANCE COMPANY

Assistant Rehearsal Director: reports directly to the Rehearsal Director to work collaboratively with the Rehearsal Director and independently as needed. Responsibilities are to actively participate in and help organize company rehearsals. Specifically:

Write well-organized and clearly articulated and dated Rehearsal Notes during weekly Rehearsals from September through June on the company iPad. Rehearsal Notes include focus on the creation, staging and rebuilding of repertory as well as new choreographic work in development.

Contribute to and manage weekly Rehearsal agendas in advance of Rehearsals.

Notes are to be reviewed first by the Rehearsal Director to insure an agreed upon list of Rehearsal Notes are recorded and communicated to the Artistic Director. The Executive Director will receive a copy of the Notes as a cc: The goal is to keep accurate, efficient and useful notes re: rehearsals while building a company history and archive of choreographic information aimed at weekly process.

Yearly planning for Rehearsals and the maintenance of a Rehearsal Database takes place between July and August, and as needed from September through June. Responsibilities are: Research and development of an excel database of rehearsal spaces and related costs. The Rehearsal Database is to be reviewed first with the Rehearsal Director and upon approval from the Rehearsal Director, sent to the Artistic Director and Executive Director.

Organize, negotiate and book rehearsal spaces, reviewing options first with the Rehearsal Director and gaining the approval of the Rehearsal Director before hard booking spaces. Rehearsal Director will inform the Artistic Director and Executive Director of these decisions in a timely manner prior to hard booking. Once the rehearsal space is approved by the Rehearsal Director, the Assistant Rehearsal Director will book the space, gaining and keeping track of related invoices and receipts. Those invoices and receipts must be sent to the Rehearsal Director on a timely basis. Use of the Company credit card will only be granted once written approval is received from the Rehearsal Director and/or Artistic Director.

As needed, in charge of teaching a warm-up class to company members.

During bi-monthly company meetings, take notes on the company iPad and help organize, monitor and track company meeting agendas so that meetings keep focus.

If Rehearsal Director is unable to attend Rehearsals, Assistant Rehearsal Director will, in addition to Assistant's required tasks, assume responsibilities of Rehearsal Director, such as visually documenting the Rehearsal on the company camera, and other related activities.

If unable to attend rehearsals or fulfill responsibilities, Assistant Rehearsal Director must immediately notify Rehearsal Director to organize a replacement from the company for that day. Barring emergencies, change in schedule notice is expected at least 7 days in advance.

Responsible for making sure Rehearsal Space is left as entered: clean, orderly and empty of personal or company property.

TO BE CONSIDERED PLEASE SEND:

A Cover Letter and CV/Resume to: [crdancecompany1@gmail.com](mailto:crdancecompany1@gmail.com)

CRDANCE COMPANY, LLC  
Manhattan  
[www.caterinaragodancecompany.com](http://www.caterinaragodancecompany.com)

For more information:  
Caterina Rago  
[crdancecompany1@gmail.com](mailto:crdancecompany1@gmail.com)

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