

Thursday, March 30, 2023

Dance Production Manager

Company: The Juilliard School

Location: New York, NY

Compensation: Salary range: \$90,000-\$95,000

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Position Overview: The Dance Division at the Juilliard School seeks applicants for a full-time staff member to begin as the Manager of Dance Production in August 2023.

The Manager of Dance Production (MDP) is an essential member of the Juilliard Dance Division staff who works closely with a range of constituents from student dancers to production professionals to international guest artists. The MDP is the liaison between the Dance Division, the Juilliard Production Department, the Juilliard Production Shops, other Juilliard Departments, and all additional internal & external artistic collaborators, coordinating all aspects of bringing the technical requirements of dance performances successfully to the stage. The MDP oversees the implementation of all technical aspects of the productions, schedules stage rehearsals, and coordinates stage time for performers, and student and professional crews. All technical support requests for any dance performance-related needs go through the MDP, including, though not limited to: costumes, props, scenic elements, electrics, hair and makeup, music, sound and video recording, production streaming, etc. as well as the maintenance of the dance video archives.

The MDP directly manages one full-time (10 month) staff member (the Assistant Manager of Dance Production), supervises Stage Management Professional Apprentices when assigned to Dance performance projects, and manages work-study students in areas of dance production. The MDP reports to the Dean and Director of the Dance Division.

The MDP oversees pre-production, production and post-production of all Juilliard Dance events: approximately 90 dancers presented in 30+ major performances per school year, many including live music. The mainstays of the current Juilliard Dance annual performance season include New Dances, Spring Dances, Choreographers & Composers, Senior Production, May Dance, and the Dance Workshops series. Additional formal & informal performances, showings, collaborations, lectures, residencies, and other miscellaneous events can arise during a school year. There may be call for occasional performances in additional venues or national/international touring.

Full-Time (10 month+) Staff, Dance Division – Manager of Dance Production

Schedule:

Full-time for 10 months (late August through early June), plus availability over the summer months to respond to emails, attend occasional meetings, and provide production assistance to the Summer Dance Intensive performances at the end of July as needed.

Salary range: \$90,000-\$95,000

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.

About Juilliard Dance

Under the direction of Alicia Graf Mack, 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 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.

Responsibilities:

With leadership and vision from the Dean and Director of the Dance Division, plan and execute Dance programming in close collaboration with Dance Division staff.

Supervise and collaborate closely with the Assistant Manager of Dance Production who shares the office.

Mentor and supervise the Juilliard Professional Apprentice stage management teams assigned to Dance projects throughout the year, and supervise student and Professional Apprentice technical crews for some performances.

Prepare miscellaneous letters of agreement for music or designer royalties, guest personnel, etc., and collaborate closely with Dean and Director, and Administrative Director, to negotiate and execute repertory licensing contracts.

Assist Dean and Director, Administrative Director, and Production staff to prepare annual Production budget for the Dance Division, and reconcile current expenses.

Create and maintain Production Books in printed and electronic form for all work for the Dance Production office.

Coordinate live music through internal and outside Juilliard sources, and oversee audio recording for performance needs.

Oversee the maintenance of the Dance Division video archives in the Juilliard Library of all major performances, as well as facilitate access by

all students and faculty.

Collaborate on and create detailed schedules for various production needs as well as effectively distribute and maintain those schedules to students, faculty, staff, and artistic collaborators.

Mentor dance students in the development of production elements for their independent and class choreographic projects, which may include a vast array of audio, video, lighting, scenic, costume, or multi-media elements, etc.

Set up venues for various informal performances, which may include chairs, tables, sound systems, lighting equipment, props, etc.

Coordinate national and international sales, rental, and shipping of scenery, costumes, etc.

Monitor dance studio and theater conditions, particularly floors and sound systems, to ensure the best possible environment for dance education and performance

Additional assistance to the Dance Division as required.

Required Qualifications and Skills:

Bachelor's degree or higher degree of study

10 years New York Dance Stage Management and/or Production Management experience.

Working knowledge of Dance and Dance Production.

Proficiency with Microsoft Office (Word, Excel, Outlook, Powerpoint), Dropbox, QLab, photo and video editing, Internet use. The Juilliard School system is PC but MAC can be accommodated.

Ability to learn new programs and/or work on new platforms.

Basic audio/video experience.

Meticulous attention to detail and accuracy.

Strong communication, organizational, and writing skills.

Excellent problem-solving and time-management skills.

Proficiency at giving attention to multiple projects over immediate, short-, and long-range timelines.

Adept at working as part of a collaborative production team.

Willingness to work long hours during Production Weeks.

Ability to lift medium-weight items e.g., tables, chairs, lighting instruments, sound equipment, props, road boxes, etc.

Additional Preferred Attributes:

Experience working with college student populations

Additional dance/theater production experience, such as multi-media, lighting, sound, design, etc.

Additional dance/theater administrative experience, such as marketing, grant-writing, contract writing, fund-raising, budgeting, house management, etc.

Ability to read music

Foreign language skill

Possession of a valid driver's license

Patience and sense of humor

Application Process:

Qualified candidates should submit:

A cover letter describing why you are interested in working with the Juilliard Dance Division in the capacity of this position.

Résumé or C.V.

The interview process may include multiple rounds with various constituents within the Dance and Production departments. Candidates who progress through the interview process will be asked to submit contact information for two 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.

Please apply through this link:

https://fa-eoqj-saasfaprod1.fa.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1003/job/512/?utm_medium=jobshare

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[< back](#)

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