



**Gina Gibney Dance, Inc.**

## **PERFORMANCE AND RESIDENCY PROGRAMS ASSISTANT**

Job Description – January 2018

The mission of Gibney Dance is to bring the power of movement where it otherwise would not exist. Our vision is to be a trailblazing force in the community, tapping into the vast potential of movement, creativity and performance to effect social change and personal transformation.

The Performance and Residency Programs Assistant works to advance Gibney Dance as part of a coordinated Performance and Residency Programs Team consisting of the Director of Performance and Residency Programs, Performance and Residency Programs Manager, Performance and Residency Programs Assistant, Technical Director, Box Office Manager, House Manager, Front of House Associate, and Exhibition Coordinator. The Performance and Residency Programs Assistant reports directly to the Director of Performance and Residency Programs.

### **I. RESPONSIBILITIES**

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#### **Overview**

- The Programs Assistant is responsible for executing logistical and administrative aspects of Gibney’s Performance and Residency Program activity in close collaboration with the Director of Performance and Residency Programs and Performance and Residency Programs Manager.

#### **Program Activity**

- Provides administrative and logistical support to the Performance and Residency Programs department on public engagement programs, various performance series (Making Space, DoublePlus, Work Up, American Realness) and residency programs (Dance in Process and others to be established).
- Provides administrative and logistical and on-site support to Programs Manager for SIMYS, Center Line, ShowDown, and Show/Share
- Drafts performance agreements, LOIs and check requests for program artists and moderators, submits to Programs Manager for review and Director of Performance and Residency Programs for approval
- Maintain highest level of customer service across all aspects of program activity with artists and Gibney community

#### **Performance Activity**

- Provides support to Director of Performance and Residency Programs and Programs Manager in regard to curated artists

- Attends production meetings with curated artists and provides support to Director of Performance and Residency Programs and Programs Manager in completing outstanding needs
- Drafts performance agreements and check requests for artist commissions and box office cuts
- Provides administrative support to Programs Manager on POP Program
- Attends weekly production meetings with full Performance and Residencies team

### **Residency Activity**

- Provides administrative and logistical support to Programs Manager in residency application process
- Drafts Artist Agreement contracts and check requests, all to be approved by DPRP
- Provides support to resident artists as determined by DPRP and Programs Manager

### **Administration**

- Drafts performance and residency contracts and check requests for Performance and Residency Programs artists and collaborators, overseen by Programs Manager
- Assists DPRP in creation and upkeep of department organizational documents
- Supports Director of Performance Residencies and Programs Manager with ongoing tasks and research as needed

To apply please submit a resume and cover letter to [position@gibneydance.org](mailto:position@gibneydance.org) with the subject "Performance and Residency Programs Assistant\_[Last Name]"