



GINA GIBNEY DANCE, INC.

GIBNEY COMPANY REHEARSAL DIRECTOR

NEW HIRE

Gibney's mission is to tap into the vast potential of movement, creativity, and performance to effect social change and personal transformation. Gibney's vision is to bring together communities working at the intersection of art and social justice to build momentum and catalyze action beyond the studio and stage.

Gibney is a dance company, a performing arts hub, and a social action incubator located in New York City. Our artistically acclaimed and socially active **Company** of Artistic Associates performs works by renowned and rising contemporary choreographers. Gibney's **Community** initiatives use art to prevent and move beyond violence 365 days a year. We are the steward of two beautiful locations comprising a vibrant performing arts **Center**. Through expansive programming, we push boundaries, address pressing issues, lift voices, and mobilize the power of movement to transform lives and, in turn, change the world.

Gibney embodies ...

Respect – *we are considerate, thoughtful, and act with integrity.*

Advocacy – *we are supportive, principled, and catalytic.*

Responsibility – *we are collaborative, responsive, and dedicated to sustainable change.*

Action – *we are resourceful, proactive, enterprising, and resilient.*

Equity – *we are inclusive and committed to justice, anti-racism, anti-oppression, and diversity.*

These values are intrinsic to Gibney and guide how we work and interact with our core communities.

POSITION OVERVIEW

Position Title: Gibney Company Rehearsal Director

Reporting Structure: This position reports to Gibney Company Director

Location: Gibney 280 Broadway and 890 Broadway

Job Classification: Full-time, Exempt

Essential Duties:

- Be the primary point of contact with the Artistic Director, Company Director, Artistic Associates and Apprentices, guest choreographers and all members of the artistic team.
- Work collaboratively with the Company Administrative and Production Teams

- Foster communication and positive relationships with the local, national and international artist communities and with the community at large
- Be an ambassador, representative and spokesperson for the Gibney Company and its artistic objectives and, at all time, act in the best interest of the Company.

Position Summary: The Rehearsal Director works to advance Gibney Company as part of a coordinated team consisting of the CEO & Artistic Director, Company Director, Executive Producer, Associate Producer, Production Manager and Company Manager. The Rehearsal Director supports Gibney Company's commitment to artistic exchange, collaboration, and excellence. The successful candidate must have a solid background in ballet and contemporary dance, extensive experience in the creation of new dance works and a desire to work in an intimate, collaborative and positive environment. The candidate will possess a passion for contemporary dance, sensitivity to the demands and challenges of the creative process, the flexibility to work with a variety of choreographers in a wide range of choreographic styles, and the ability to lead and inspire Gibney Company Artistic Associates ("Company AAs").

RESPONSIBILITIES

- Support the Company Director and commissioned choreographers in coordinating and supervising all Company creative processes, rehearsals, residencies, performances, and touring to ensure Gibney Company's artistic excellence, and maintain the integrity of the Company's repertory.
- Demonstrate strong artistic leadership and excellence, and foster a creative collaborative, and supportive work environment in the studio. Support both individual and collective growth of Company AAs through nurturing talent, setting high work standards, promoting exemplary work ethic and discipline, facilitating communication, and mediating conflict.
- Support the Company Director and Company Administrative team to ensure the seamless scheduling and implementation of Gibney Company's programs; that time in the studio is maximized; and that Company AAs benefit from optimal working conditions.
- Inform Company Director about any injuries, and work with the Company Administrative team to ensure that all injuries are treated in an appropriate and timely manner.
- In close collaboration with the Company Director and Company Administrative team, liaise with commissioned and guest choreographers, including about casting matters.
- Document rehearsals with video and written documentation as required, and review materials with the Company Director, Company Administrative team, choreographers, and production colleagues, as needed.



- In collaboration with the Company Director and Administrative team, maintain up-to-date music and other files related to the rehearsal process. Facilitate communication with the Company Administrative team and other departments regarding music and video timestamps and other media data required for rehearsal, production, and marketing purposes.
- Serve as the point person between the Company Director, commissioned choreographers, and Gibney Company AAs and Apprentices, including relaying information about class and rehearsal schedules, logistical needs related to creative process and rehearsal activities, and more.
- Gain and maintain a strong understanding and working knowledge of Company AA Contracts and Guidebook and, as needed, field questions regarding Company procedures and protocols.
- As needed, liaise with the Executive Producer, Production and Technical staff to ensure effective coordination of rehearsal and performance processes during tech residencies, performances, and touring.
- Plans daily class schedule, and assist with occasional teaching both onsite in the Company studio and while on tour.
- Schedules class teachers and accompanists; communicate information to the Company Manager for contract and payment management.
- Communicates all casting changes to the appropriate personnel including the Company Administrative team (Executive Producer, Associate Company Manager, Stage Manager, Wardrobe Supervisor, Marketing Manager) as necessary.
- Works with Associate Company Manager and Wardrobe Consultant on the scheduling of fittings and costume runs.
- Assists in recruiting dancers as required and helps plan and coordinate company auditions with the Company Manager.
- Evaluates resumes and videos of audition applicants and works in collaboration with the Artistic Director and Company Director to create a short list of candidates for auditions.

OTHER

Gibney is a growing organization and employees are often called upon to perform other duties that are essential to accomplish organizational goals and meet important deadlines. This kind of work should only be disseminated by the direct supervisor of that staff member and include relocating their original work for that time frame.

NONPROFIT EMPLOYMENT CONSIDERATION

Gibney is a mission-based nonprofit performing arts organization. Working in this sector can be personally rewarding with intrinsic benefits and distinct opportunities for growth. However, the compensation will never match that of the private sector or more highly resourced art forms. Candidates for employment are advised to carefully consider their decision to work in this field before seeking or accepting employment at Gibney.

EQUAL OPPORTUNITY STATEMENT

Gibney is an Equal Opportunity / Affirmative Action Employer. Gibney provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Gibney is strongly committed to providing reasonable accommodations of disabilities during the application and hiring process. If desired or needed, please contact hr@gibneydance.org.

IDEAL QUALIFICATIONS

Please note that Gibney is committed to building inclusive teams that reflect the diversity of its community and allow staff to leverage their unique perspectives, skills, and potential. We strongly encourage applications from individuals who may not meet all these "ideal qualifications," but have transferrable skills or experience.

- Extensive experience and success working in a contemporary dance environment
- High level training and experience in classical ballet and contemporary dance
- Extensive experience teaching professional classically trained dancers in a contemporary dance environment as well as teaching and rehearsing contemporary dance repertoire
- Experience assisting choreographers in studio during the creation process
- Experience leading Master Classes for dancers of all ages
- Positive attitude, strong work ethic and inspiring presence
- Strong interpersonal, communication and team building skills
- Extensive knowledge of the Canadian, North American and International dance scenes
- Basic computer skills and knowledge of Microsoft Office and Google applications
- Sincere commitment to inclusion, diversity, equity, and access



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Gibney strongly encourages employees to remain up to date with COVID-19 vaccination as defined by the CDC.

COMPENSATION & BENEFITS

The general salary range for this full-time position is \$68,000-\$70,000; however, exceptionally qualified candidates will be considered at levels commensurate with their experience.

Currently, Gibney offers full-time employees a generous benefits package including:

- 18.5 paid holidays per calendar year, including a one-week organization-wide break
- Starting rate of 10 vacation days annually
- 4 personal days/floating holidays annually
- 12 sick days per calendar year
- Medical, Dental, and Vision insurance
- 401K Retirement Plan
- 12 Weeks Paid Family Leave
- Short-Term & Long-Term Disability Benefits
- Flexible Spending Account
- Transportation Reimbursement Program
- Access to unlimited, free early morning rentals and subsidized staff rental rates
- Access to unlimited, free dance classes
- Access to racial equity trainings and various internal cohorts, including the Multiracial Staff Group, BIPOC Affinity Space, and decentering whiteness working group
- Access to professional development opportunities and mental health resources

APPLICATION INSTRUCTIONS

To be considered for the position, please submit your application to: Gilbert T Small II, Gibney Company Director at gilbert@gibneydance.org.

Your application should include a brief cover letter, resume, three professional references, and video footage of work that you have prepared for the stage. Applications will be accepted until **FRIDAY, JUNE 14, 2024 AT 6:00 PM ET.**

All expressions of interest and conversations will be held in the strictest confidence; references will not be contacted without the candidate's permission. **Incomplete submissions will not be considered** nor will submissions that are sent via postal mail, fax, or phone. Thank you.