

Work-Study Departments 2017-2018

The following is a brief description of the offices at Juilliard that offer Work-Study positions.

Please keep in mind that not all offices may be hiring, but new positions can emerge during the year.

You can always check with departments that you are interested in by contacting the listed supervisor (their contact information is available through the online directory).

The Office of Financial Aid maintains a listing of the latest job opportunities at <http://www.juilliard.edu/workstudy>.

Admissions - - - Supervisors: Caitlin Dutton, Fadwa Hayes, Jamie Tuss, Shawn Kelly, Larry Geddes
The Admissions Office maintains all communication with prospective applicants and coordinates entrance auditions for all divisions. Work-study students are needed to assist with general office work, to assist prospective applicants via all communication, to enter data and recruitment information into our database, and to assist with mailings. Admissions Tour Guides provide tours of the facilities to prospective applicants and their families. Work-study students may also serve as Audition Monitors during designated audition periods in various areas.

Alan D. Marks Center for Career Services and Entrepreneurship - - - Supervisor: Paige Lewandowski
This office provides the essential services needed to assist students in developing long-term career plans. These services include: career guidance; self-assessment tools; résumé, curriculum vitae, and press kit development; career workshops; marketing; graphic image design; web page design; project development; fundraising; internship opportunities; and performance opportunities. Work-study students are needed for office assistance, handling phone/email inquiries, data entry, and video editing.

Alumni Relations - - - Supervisors: Emily Kennerley, Rebecca Vaccarelli
The Office of Alumni Relations builds and maintains the alumni community in NYC and beyond. Creating and maintaining relationships with alumni all over the world, they also curate a vibrant schedule of events and robust correspondence with alumni from the dance, drama and music divisions. With a staff of two individuals, work-study students will work on a wide range of initiatives: communicating with alumni, database management, maintaining the alumni performance calendar, assisting with student initiatives, and basic office assistance.

Chamber Music Office - - - Supervisor: Tim Mauthe
The Chamber Music Office hires work-study students with excellent people and organizational skills to help with an eclectic range of office tasks. Additionally, work-study students with extensive chamber music performance backgrounds and are hired to rehearse and perform with String Quartet Survey groups. Among other tasks, our Chamber Music Office Ninjas (official title) communicate with concert venues, make concert materials for on and off-campus events, prepare recordings, and research festivals, competitions, and residencies for our ever-growing Chamber Music Resource Database.

Communications and Publications - - - Supervisors: Gloria Gottschalk (Communications), Susan Jackson and Maggie Berndt (Publications)

All Juilliard press relations are handled through the Communications office, including informing the press of all events and any other school-related news, advertising of productions, concerts, and event calendar information appearing in various places, etc. Work-study students are needed to assist with office work—scanning arts magazines and daily newspapers for clippings, assisting with mailings, filing, and updating press lists and mailing lists, etc. Some students specifically assist in data and image entry, and updating of Juilliard event listings for multiple display frameworks within Juilliard and across Lincoln Center. The Juilliard Journal needs students who can write well to write articles for the newspaper on an occasional basis. The paper also hires students for occasional office work and for transcribing videos.

Community Engagement - - - Supervisor: Mason Kinhead

The Office of Community Engagement benefits audiences throughout the five boroughs of New York City, bringing the joy of the performing arts to the wider community. Programs include: Morse Fellowship, Concert Fellowship, Instrumental Music Program, McCabe Guitar Fellowship, Gluck Community Service Fellowship, Young People's Concert Series, Performing Educational Programs for Schools – Dance, Music Advancement Program, and Combining Literacy and Musical Beginnings Program. Work-study students are needed in various capacities to help with all of the programming, including office assistants, reading tutors, collaborative pianists, and other jobs.

Concert Office - - - Supervisors: Laura Lindsay, Cynthia Baker

The Concert Office, which handles scheduling, front of house, and box office operations for the performance spaces in the Juilliard School needs work study students to serve as Ushers at various concerts and events throughout the year. Ushers provide professional assistance and services to audience members attending Juilliard performances. Ushers are also responsible for enforcing front of house policies and rules, as well as providing safety and a welcoming atmosphere. There are no set hours for ushering though the majority of events occur in the evenings and on weekends.

Dance Division - - - Supervisor: Hilary Tanabe

The Administrative Office of the Dance Division, this department employs only Dance students for seasonal and temporary help in such capacities as demonstrators, video camera operators and monitors during audition periods; and help running the Summer Dance Program in July.

Development and Public Affairs - - - Supervisor: Martha Sterner

The Development and Public Affairs Office raises the funds necessary to support the School's operational budget, educational initiatives, scholarship support, redevelopment project and other needs. Student workers are needed for general office assistance such as filing, assisting with mailings, and answering phones.

Drama Division - - - Supervisor: Jerry Shafnisky

The Administrative Office of the Drama Division, this department usually employs only Drama students for office assistance, room set-up, ushering for performances in the Drama Theater, etc.

Ensemble Operations - - - Supervisor: Joanna Trebelhorn

This department is responsible for room and equipment setup in rehearsal spaces. Student assistance is needed to move chairs and equipment around the building and to and from performance venues, instrument checkout, light maintenance, general office assistance, and to act as liaisons between the Operations office and performers.

Evening Division - - - Supervisor: Natalie Delgado

The Evening Division provides music classes for the general public, ranging from music appreciation classes to skilled courses such as music theory, ear training and composition. Work-study students are needed for office assistance and to help set up and maintain classroom space.

Facilities & Building Management - - - Supervisor: Lee Sarkari

This office is responsible for all custodial, mechanical and security operations in the Juilliard building. Work-study students are needed year-round as receptionists; especially during the summer as painters and carpenters; and seasonally to help issue student ID cards.

Faculty Assistant - - - Supervisor: Molly Skardon

This department needs assistance in annual auditions for in-school accompanists including: checking-in applicants; contacting applicants if necessary; advising applicants on procedures; maintaining quiet in the hallway; etc.

Financial Aid - - - Supervisor: Amanda Meier

The Financial Aid Office administers Juilliard's scholarship budget as well as loans and grants through Federal, State and private agencies. In addition, it manages the Federal and Juilliard Work-Study programs. Work-study students are occasionally needed for projects and general office support.

Historical Performance - - - Supervisors: Annelise Wiering, Rosemary Metcalf

Work-study students are needed to move harpsichords and set up for ensembles rehearsals. Student workers are also needed to assist with lesson scheduling and music library projects.

IT Department - - - Supervisor: Tena Bailey

The Information Technology Department provides technical services and support to all administrative offices. Computer-savvy work-study students are needed to help run the Computer Lab in troubleshooting common problems as well as assisting users with popular software, such as Microsoft Office, Finale, Sibelius and audio/video editing applications.

International Advisement - - - Supervisor: Meg Popick

The Office of International Advisement (OIA) provides services, programs, and resources to assist Juilliard's international community with maintenance of status, government benefits, travel related issues, and cultural adjustment. OIA also promotes intercultural understanding and appreciation through various events, trainings, and workshops for the entire Juilliard community. Work study students assist OIA carry out this mission by performing general office duties such as answering phone calls and emails, making copies, filing etc., as well as help in the organization and implementation of OIA programs. Previous knowledge of F-1 student status and J-1 exchange visitor status is helpful but not required.

Jazz Studies - - - Supervisors: Carlvn Sanon, Anika Adilifu

This is the Administrative Office of the Jazz Studies Department. Work-study students are needed as office assistants. Duties include but are not limited to phone support, filing, running office errands, help with jazz projects, concerts, and special events. Additional positions are available based on the office's needs.

Juilliard Store - - - Supervisor: Tina Matin

The Juilliard Store sells sheet music, apparel, gifts, CDs/DVDs, general interest books and Juilliard course materials. Work-study students will assist the buying and management team with in-store presentation and creation of visual materials. In addition, work-study students will help with market research, data entry and item fact checking for the Juilliard Store ecommerce site.

Lab Orchestra - - - Supervisor: Kate Northfield Lanich

Work-study students are needed in all orchestral positions to play under student conductors.

Liberal Arts Office - - - Supervisor: Jo Sarzotti

The administrative office of the Liberal Arts Department. Work-study students comfortable with general office skills (for example, filing) are needed as office assistants.

Library - - - Supervisors: Wally Gunn, Jeni Dahmus, Megan Shove

The Lila Acheson Wallace Library, located on the fifth floor, is designed to be a comprehensive resource for the Juilliard community's performance and research needs. Work-study students are needed throughout the academic year to work at the circulation desk, in the bindery and archives, and to work on the Concert Program database project. During the summer months student workers also assist with shelf-reading and inventory.

Mailroom - - - Supervisor: Rafael Tapia

The Mailroom needs students to help sort and deliver Juilliard's mail, help maintain office supply stock, and assist in the processing of bulk mail. In addition, work-study assistance is sometimes used for backup support in the Copy Center.

Orchestra Library - - - Supervisor: Michael McCoy

Students are needed to help with music preparation, music distribution, and general office assistance.

Orchestra Office - - - Supervisor: Joe Soucy

Students primarily assist with the monitoring of the orchestra placement auditions at the beginning of each semester and the principal string auditions at the end of the fall semester. Additional duties as they arise.

Percussion Department - - - Supervisor: Matthew Ward

Work-study students assist the Percussion instrument manager with rehearsal room maintenance, inventory, and other miscellaneous duties.

Pre-College - - - Supervisors: Cassandra Mueller, Sarah Narhi, Anna Royzman

The Pre-College Office is open Tuesdays through Saturdays and the program itself functions on Saturdays during the school year. Students are needed as office assistants, state managers, house managers, and mentors for the three Pre-College orchestras (instrument needs vary) and some chamber music groups (mainly viola, cello, and brass). Pre-College also needs extra work-study help for Registration Day (early September) and Auditions (late February/early March and late May).

Production Department - - - Supervisors: Marion Talan, Richard Girtain, Sarah Cimino, Kate Dale, Josh Hackett

Work-study jobs are available in Costumes (located on the D level), Props (on the second floor), Paint Shop, Scene Shop, Wigs and Make-up, Electrics (all located on B level), and the Production Office (in the Peter Jay Sharp Theater Lobby). Most of these jobs have evening and/or weekend hours. Experience is helpful but not required!

Recording Department - - - Supervisor: Bob Taibbi

The Recording Department needs work-study students for data entry and phone support. A limited number of technical positions are available for experienced students.

Registrar's Office - - - Supervisor: Stefanie Calderon

The Registrar's Office requires office coverage during lunch hours, as well as seasonal assistance with Registration and Juries.

Residence Life - - - Supervisors: Brandon Anderson, Shakivla Todd

The Office of Residence Life employs students as Office Assistants to answer phones, perform clerical work, run errands, help with events and complete a variety of other tasks as assigned. Hours of operation are from 9am to 9pm Monday through Friday and 2pm to 5pm on weekends.

Student Affairs - - - Supervisors: Howie Lien, Lindsey Hresko, Sabrina Tanbara

Office Assistants are needed for general office duties including answering phones, filing, running errands, posting notices, making advertisements and helping with various programs and events throughout the year. The office is open from 9am to 5pm Monday through Friday for most of the school year. The office also hires students with photography skills to take pictures at our campus events. Orientation Leaders, Campus Activities Board members, and Colloquium Peer Mentors are selected through an application process during the Spring semester for the following school year.

Switchboard - - - Supervisor: Margo Lamb

The Switchboard acts as the gateway to Juilliard, directing callers to the appropriate office. Students are occasionally needed to provide Switchboard coverage during the lunch hours and staff vacations.