

Work-Study Departments 2008-09

The following is a brief description of the job opportunities available through the Work-Study program. Even if you have not applied for Financial Aid for the 2008-09 academic year, you may still be eligible to work on-campus. Not all jobs are available at all times, so stop by the Financial Aid Office for the latest availabilities. New jobs will become available throughout the year.

Academic Affairs (Room 221)

Supervisor: Carole Adrian

The office of Vice President Karen Wagner, Academic Affairs interacts with faculty and students in matters of student advisement, curriculum development, scholastic standing and certain commencement activities. Work-Study students are needed to provide assistance with commencement activities each May.

Admissions (Street Level)

Supervisor: Luci Rosa

The Admissions Office communicates with prospective applicants and coordinates entrance auditions. Work-Study students are needed daily for office work, for application mailings, to give tours of the school, and serve as Audition Monitors during audition periods (late December, late February and early March).

Alumni Relations & National Advancement (Room 208)

Supervisor: Emily Regas

The Office of National Advancement and Alumni Relations creates and maintains relationships with alumni all over the world, and fundraises for the School at the national level. With a staff of three individuals, work-study students will assist on a wide range of work initiatives: planning alumni and donor cultivation events, creating and maintaining alumni benefits, communicating with alumni (internet, e-newsletter, annual mailings), donor research and cultivation, database management, writing articles for *The Juilliard Journal*, organizing and maintaining students initiatives (Lunch with an Alum, Student Alumni Ambassadors, Student Photo Competition, etc.), and basic office assistance.

Building Manager's Office (Room 247)

Supervisor: Lee Sarkari

Also known as Facilities, Maintenance and Engineering, 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.

Career Development (Suite 200C)

Supervisor: Andrew Warner

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, especially handling phone inquiries.

Chamber Music Office (Room 599H)

Supervisor: Luke Rinderknecht

This department hires Work-Study students as office assistants as well as a small number of students to serve as coordinators to various Chamber Music programs. In addition, paid string players are often utilized in String Quartet Survey.

Communications (Room 210)

Supervisor: Janet Kessin

All press relations are handled through this office, including informing the press of all events and any other Juilliard-related news, advertising of productions, concerts, etc. Work-Study students are needed to assist with office work - reading arts magazines and daily newspapers, as well as filing, labeling, answering phone calls, etc.

Concert Office (Street Level)

Supervisors: Christina Carter (Ushering) and Dan Robinson (Box Office)

The Concert Office, which handles scheduling, front of house, and box office operations in several venues, needs work-study students in two capacities: Ushers are employed for most Sharp Theater performances; and Box Office workers are needed for concert information and ticket sales for all music, dance, drama and opera performances.

Dance Division (Room 599F)

Supervisor: Kathleen Schmal

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

Dean's Office (Second Floor)

Supervisor: Yassmeen Abdulhamid

The office of Dean Ara Guzelimian, the Dean's Office is responsible for all educationally-related matters between faculty and students for music, dance and drama. A very small number of work-study students are employed for clerical assistance.

Development and Public Affairs (Room 213)

Supervisor: Shannon Harris

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 and assisting with mailings.

Drama Division (Room 402)

Supervisor: Julianne Just

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.

Educational Outreach (Room 245)

Supervisor: Robert Brooks

The Office of Educational Outreach 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.

Ensemble Operations (Room 315)

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, light maintenance and cleaning and to act as liaisons between the Operations office and performers.

Evening Division (Plaza Level)**Supervisor: Romel Jarin**

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.

Executive Projects**Supervisor: Tricia Ross**

This department needs assistance with various special projects and events within the school.

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; assisting faculty members with scheduling lessons; etc.

Financial Aid Office (Room 200B)**Supervisor: Colleen Campbell**

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 needed for phone support, data entry, filing and general office assistance.

IT Department (Room 248)**Supervisor: Bill Eddy**

The Information Technology Department (formerly the Computer Center) provides technical services and support to all administrative offices. Computer-savvy Work-Study students are needed to help run the Computer Lab in trouble-shooting common problems as well as assisting users with popular applications, including Microsoft Word and web browsing.

International Student Office (Room 245)**Supervisor: Nona Shengelaia**

This office offers advisement in the areas of immigration, entry and reentry of international students into the U.S., Practical Training, work-related issues, cultural adjustment and general advisement are the primary concerns of the International Advisement Office. It also houses the English Lab and develops appropriate activities and workshops for the foreign student community. Work-study students are needed as office assistants.

Jazz Studies Office (Room 222)**Supervisor: Yisset Gomez**

This is the Administrative Office of the Jazz Studies Department. Work-Study students are needed as office assistants, including phone support. Additional positions are available during jazz auditions and for evening concerts.

Lab Orchestra (Room 309B)**Supervisor: George Stelluto**

Lab meets Tuesday mornings to play under student conductors. Work-study students are needed in all orchestral positions. Contact the extension 7146 or email gstelluto@juilliard.edu.

Liberal Arts Office (Room 528D)**Supervisor: Mitchell Aboulafia**

The administrative office of the Liberal Arts Department. Work-Study students who have computer skills are needed as office assistants.

Library (5th floor)**Supervisor: Jane Gottlieb; Specific positions supervised by Dan Yurkofsky (circulation desk), Sandra Czajkowski, (Media Library), Jeni Dahmus (Archives).**

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. The Arthur and Adele Schlesinger Media Center, which is located on the library mezzanine level, houses facilities for listening to LPs, compact discs, cassettes, DAT, and reel-to-reel tapes. Work-Study students are needed to assist in Circulation, work in the Media Lab, Archives, and Bindery, and for limited technical services help.

Mailroom (Room 234)**Supervisor: Luis Rivera**

A division of Office Services, 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 (Room 317)**Supervisor: Russ Girsberger**

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

Orchestra Office (Room 599C)**Supervisor: Patrick Posey****Percussion Department****Supervisor: Daniel Druckman****Pre-College Office (Room 203)****Supervisors: Office Workers/Stage Managers – Evie Koh****Ringers: Rob Ross**

The Pre-College Office is open Tuesdays through Saturdays and the program itself functions on Saturdays throughout the school year. Students are needed as office assistants, stage managers and instrumentalists for all three Pre-College orchestras. Pre-College also needs extra work-study help for the September 1 Registration Day.

President's Office (2nd floor)**Supervisor: Martha Sterner**

The office of President Joseph Polisi. Work-study students are needed as receptionists.

Production Department (located in the Juilliard Theater lobby)**Supervisor: Sherry Bishop**

The following areas utilize student workers:

- Costumes - located on D level - ask for Marion Talon
- Electrics - located on B level (walk across the Juilliard Theatre stage and make a right) - ask for Emily Stork
- Paint Shop - located on B level - ask for Nancy Horne

- Props - located on 2nd floor - ask for Kate or Mary
 - Scene Shop - located on B level - ask for Steve Rosenberg
 - Wigs & Make-up - located on B level - ask for Marisa or Ashley
 - Production Office - located in the lobby of the Juilliard Theatre - ask for Sherry
- Most of these jobs have evening and/or weekend hours. Experience is helpful but not required!

Publications Office (Rooms 500N and 442A)

Supervisor: Ira Rosenblum

The Publications Office (home of *The Juilliard Journal* and the Juilliard Web site) needs students with good writing ability to write articles for the newspaper. (Prior experience on a school newspaper or magazine is helpful, but not mandatory.) The paper also hires student photographers and illustrators/cartoonists. So if you have a flair for writing, drawing, or photography, please call Ira Rosenblum (ext. 7399). It's fun work, and good pay!

Recording Department (Room 319)

Supervisor: Robert Taibbi

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

Registrar's Office (2nd floor)

Supervisor: Emily Watson

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

Residence Life (11th floor, Rose Building)

Supervisor: Joanna Simon

The Office of Residence Life needs students as Office Assistants to answer phones, clerical work, retrieving mail and supplies, monitoring visitor information and other duties. In addition, students are needed as Lounge Assistants to monitor the kitchen, computer lab, Fitness Center, and the 11th floor lounge.

Student Affairs (1st floor)

Supervisor: Sabrina Tanbara or Loren Seugling

Work-Study students are needed for general office duties including phone support, filing, and posting notices. In addition, assistance is needed with student programs and events. Interviews for student leadership positions, such as Orientation Leaders and Colloquium Peer Mentors, are conducted during the Spring semester for the following Fall.

Switchboard (2nd floor)

Supervisor: Margo Lamb

Students are occasionally needed to provide Switchboard coverage during the lunch hours.

Vocal Arts Office (Room 403)

Supervisor: LoMa Familiar

Work-study students are needed for general office duties, including but not limited to phone support, data entry and other computer work, filing, posting notices, and running errands. In addition, assistance is needed with student programs and special events. Work-study may be hired on a semester basis, but usually last September through June.

Please see Colleen Campbell in Room 200B for the latest job opportunities.
You must fill out a W4 and I9 in the Financial Aid Office before you can begin working.