

Wednesday, August 14, 2019

School Programs Coordinator

Company: Jacobs Pillow Dance

Location: Becket, MA

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Jacob's Pillow seeks a School Programs Coordinator to serve as an integral part of a team led by The Carole and Dan Burack Director of The School at Jacob's Pillow and includes the School Programs Manager and School Administrative Assistant. The position focuses on the recruitment, implementation, and documentation practices of six customized professional advancement programs offered annually by The School; each designed to support artists on the cusp of launching their careers in more finely developing their unique voice in the field.

Responsibilities

Participate in program purpose and goal-setting sessions with Director and staff of The School.

Develop, monitor, and manage the collection of online Program Application and Master Class pre-registration information by working closely with the Director of Operations & Systems; includes a focus on how a new database can streamline data collection and organization and analytical mapping for the department.

Track and report on the collection of Master Class and Program Application fees and assist School Administrative Assistant and Business Office with invoicing and tracking tuition payments.

Assist School Programs Manager with recruitment tour studio rental, event, and artist logistical arrangements as needed.

Manage program notification, pre-arrival planning, curricula documentation, and reflection procedures for each program.

Coordinate program promotional strategies and draft copy with marketing department leading to website content and targeted recruitment communications via e-blasts, social media posts, flyers, partner relationships, and other materials.

Prepare and maintain department documents explaining curricular and logistical needs and next steps to artists, dancers, dance educators, and the general public.

Collaboratively work with School Programs Manager in screening, interviewing, and selecting of the three School Programs Interns for each Festival season; and then in training and supervising them throughout the Festival.

Manage four program orientation Wellness Seminars, from budget tracking to identifying and introducing the presenters.

Recruit and track the involvement of alumni to be part of the Alumni Council; involves recruiting and training alumni to assist with Recruitment and Master Classes, documenting their program participation year-round, conducting research surveys, and passing on alumni contact and affiliation updates to the School Administrative Assistant.

Collaborate with School Administrative Assistant in maintaining application tracking and transitioning student records to alumni records in the database.

Serve as an alternate SEVIS representative, under Associate Producer, when needed. SEVIS is the Student and Exchange Visitor Information System managed by the U.S. government that enables The School to enroll international dancers in its programs.

Required Qualifications

Bachelor's Degree or the equivalent of experiential practice as a dance professional with arts administration experience.

Familiarity with multiple dance genres and diverse dance studio training and performance practices.

Previous project management and administrative experiences in dance.

Strong written and verbal communication skills that are culturally sensitive and embody the values of Jacob's Pillow.

Strong organizational skills, including accuracy and attention to detail.

Ability to work independently and as part of The School collaborative team.

Ability to communicate professionally and sensitively with a wide range of diverse professionals, people, and institutional contacts.

Ability to work with agility in a fast-paced environment.

Basic understanding of budgeting, social media, and database technology.

Preferred Qualifications

Fluency or passable conversationalist in another language.

Familiarity with Jacob's Pillow.

Strong dance history knowledge.

Self-motivated, caring, and creative individual.

To Apply

Please email cover letter, resume, and references to hr@jacobspillow.org, with "School Programs Coordinator" in the subject line.

All inquiries and materials will be confidential. Please do not mail hard copies.

Jacobs Pillow Dance
358 GEORGE CARTER ROAD
Becket, MA, 01223
4134419919
jacobspillow.org

For more information:
JR Glover
info@jacobspillow.org
4134419919

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