

Tuesday, January 28, 2020

Patron Services Intern

Company: Jacob's Pillow Dance Festival
 Location: Becket, Massachusetts
 Compensation: \$1500 stipend, housing, meals

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The Patron Services Intern works closely with the Patron Services Manager, Assistant Box Office Manager, House Management Interns, Assistant Theatre Manager, volunteers, and the public.

The Patron Services Intern has two primary focuses- first being to provide support and assistant to the overview of Patron Services which includes but is not limited to assisting with internal ticketing needs, ADA seating and procedures, and aiding patrons during peak hours of on-campus visitors. Additionally, the Patron Services Intern will gain a comprehensive understanding of box office policies and procedures, be responsible for the Welcome Center, and assist the Theatre Manager and House Managers with matinee and evening theater performances as needed.

Candidates should be organized, detail-oriented, confident in leadership roles, is capable of multitasking, and with public speaking. Excellent interpersonal and customer service skills are a must. Previous cash handling experience is preferred.

Jacob's Pillow strives to create and provide an inclusive environment that promotes belonging for people of all backgrounds to experience art. We do not tolerate hate or disrespect towards patrons, artists, staff, or anyone visiting our campus. We value applicants that are enthusiastic in creating this space to align with our values.

To apply for the Patron Services Internship, please submit the required form, resume, cover letter, and references.

<https://www.jacobspillow.org/programs/intern-programs/how-to-apply/>

Jacob's Pillow Dance Festival
 358 George Carter Rd
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