

Thursday, January 6, 2022

## School Programs Coordinator

Company: Jacob's Pillow Dance  
Location: Becket, MA  
Compensation: \$38500

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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 the Associate Director of The School, and includes the the School Administrative Assistant. The position focuses on the recruitment, the Master Class Series, implementation, and documentation practices for all 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 Directors and staff of The School.  
Develop, monitor, and manage collection of online Program Application and Master Class pre-registration information by working closely with the Associate Director of The School; includes a focus on how a new database can streamline data collection and organization and analytical mapping for the department.  
Track and report on collection of Master Class registrations and Program Application fees and assist School Administrative Assistant with invoicing and tracking tuition payments.  
Assist School Associate Director with recruitment tour studio rental, event, and artist logistical arrangements as needed.  
Create an End of Day report during application and registration cycle.  
Monitor and respond to School@ email with Associate Director  
Coordinates program notification, pre-arrival planning, curricula documentation, and reflection procedures for each program.  
Supports Associate Director on program promotional strategies and draft copy with marketing department leading to website content and targeted recruitment communications via e-blasts, social media, fliers, 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 Directors in screening, interviewing, and selecting the School Programs Interns for each Festival season; training and supervising Interns throughout the Festival.  
Recruit and track involvement of alumni to be part of the Alumni Council; 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 database.  
Serve as an alternate SEVIS representative with Associate Director, 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.

Jacob's Pillow Dance  
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For more information:  
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