

Thursday, February 24, 2022

Program Fellow / Assistant to the Director and Board Liaison

Company: Jacob's Pillow Dance Festival
Location: Becket, MA
Compensation: \$600 / week

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n/a

Jacob's Pillow seeks a Program Fellow, who supports and reports to the Executive and Artistic Director. The primary responsibilities are coordinating scheduling, logistics, hospitality, and special events. This role will also serve as the Board Liaison, sending all board related communications and organizing board committee meetings, meetings and events. This position also supports the Company Management team on select artist services projects.

Responsibilities:

Assistant to Executive and Artistic Director:

- Coordinate Director's calendar and travel arrangements.
- Organize and maintain Executive and Artistic Director's files.
- Write, organize and maintain correspondence.
- Coordinate meetings and events on behalf of the Executive and Artistic Director.
- Help maintain Central Calendar and other organizational planning calendars.
- Provide hospitality for the Executive and Artistic Director's guests.
- Provide assistance with expense tracking, submission of receipts, and travel reimbursements for Executive and Artistic Director.
- Assist with occasional correspondence, document formatting and excel spreadsheet needs of the Executive and Artistic Director.
- Duties and special projects as assigned

Board Liaison

- Manage logistics for all Board and Committee meetings, including serving go-to person for Board members for administrative questions, and communicating to department heads and Philanthropy staff.
- Scribe for all Board meetings and board committee meetings
- Manage Board contact updates in all databases, and Board manual
- Assist with event coordination as it relates to Board.

Programming & Company Management

- Assist with research and tracking of artists being reviewed by curatorial team.
- Assist Company Management with the coordination of artist logistics as assigned.
- Provide hospitality to visiting artists and logistical support as assigned.
- Assist in processing contracts and paperwork for artists.

Qualifications: Strong attention to detail and excellent interpersonal skills is a must. Willingness to be helpful and adjust priorities in a moment's notice. Willingness to respond to needs outside of office hours.

Required:

- Schedule: Fellows work five days/week February through May and six days a week June - September.
- Valid Driver's License
- COVID vaccination is required as a condition of employment for all staff, interns, and fellows. A person is fully vaccinated for COVID-19 more than 2 weeks after having received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or more than 2 weeks after having received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).

To Apply

Please include cover letter, resume and contact information for three references to hr@jacobspillow.org with "Program Fellow" in the subject line.

About Jacob's Pillow

Jacob's Pillow Dance is a registered 501(c)(3) not for profit organization and an equal opportunity employer. Jacob's Pillow provides equal opportunity for all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law. This policy also prohibits employees from harassing any other employee for any reason including, but not limited to, race, religion, sex, national origin, age, or disabled status.

Jacob's Pillow Dance Festival
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For more information:
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[< back](#)

[previous listing](#) • [next listing](#)