

Wednesday, March 2, 2022

Special Events Coordinator

Company: Jacob's Pillow Dance Festival
Location: Becket, MA
Compensation: \$1000.00 weekly

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Jacob's Pillow seeks a Special Events Coordinator full-time, seasonal position reporting to the Chief Philanthropy Officer* to plan and execute a wide variety of events to cultivate and steward relationships with members, donors and other constituencies. The Special Events Coordinator plays an important role in the Pillow's Philanthropic Engagement department and works closely with all members of the department and with Marketing, Production, Box Office, Finance, and more in managing a successful event schedule. The Special Events Coordinator supervises the Special Events Intern.

Status: Full-Time, Seasonal (May – August 2022)

Compensation: \$1000.00 weekly, less tax withholdings

COVID vaccination is required as a condition of employment.

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). The additional booster will be required April 2, 2022

RESPONSIBILITIES

- With the support of the Special Events Intern, develop and implement all Jacob's Pillow Festival cultivation events, including but not limited to ribbon-cutting for the Ted Shawn Theatre, Member Reception, School Sponsor Luncheon, Pillow Pride, Festival Finale and weekly cast-parties and dance parties, among other events.
- Support the Gala Manager in realization of the 90th Anniversary Gala.
- Prepare and update event budgets, logistics plans, and timetables and track all event revenue and costs.
- Facilitate the development and use of systems and reports to manage invitations and acceptances.
- Work closely with the Philanthropy Systems Coordinator to ensure correct database entry for event attendance as appropriate.
- Work closely with the Marketing department to develop and distribute all event materials, including invitations, blasts, reminders, and programs, and develop other materials needed for each event, such as nametags and signage.
- Work closely with the Production department on run-of-show and other production elements.
- Contract with caterers and other vendors and manage communications and payments.
- Purchase food and arrange light catering for informal gatherings.
- Assist in other special projects as appropriate and assigned.

The Special Events Coordinator must be self-motivated, committed to working at the highest level of quality, able to work both independently and in collaboration, multi-task on concurrent projects, and thrive within tight deadlines.

REQUIRED QUALIFICATIONS

- Two to three years in hospitality/event coordination; non-profit experience preferred.
- Demonstrated organizational skills.
- Ability to manage multiple events simultaneously while working quickly and precisely.
- Highly effective oral and written communication skills.
- Strong attention to detail and commitment to quality.
- Creative thinking and a sense of humor.
- Ability to manage confidential information with impeccable discretion.
- Ability to work independently and as part of a team.
- Proficiency with Google - Suite
- Proficiency with Microsoft Office.

*to be hired

ABOUT JACOB'S PILLOW

Jacob's Pillow, a National Historic Landmark and recipient of the National Medal of Arts, is a year-round center for dance and home to America's longest-running international dance festival located in the beautiful Berkshires of Western Massachusetts. The Pillow encompasses the world-renowned international Jacob's Pillow Dance Festival, presenting more than 50 dance companies and over 350 events each summer; The School at Jacob's Pillow, one of the most prestigious professional dance training centers in the U.S.; the Pillow Lab, a residency program that supports new choreography; growing Community Engagement programs that serve local school children, artists, and community members alike; rare and extensive dance Archives, open to the public, which chronicle more than a century of dance through photographs, videos of performances and talks with artists, costumes, and scholarly essays; and Apprenticeships, a Fellows Program, and an Internship Program that provide professional advancement and training opportunities.

Jacob's Pillow 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 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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[< back](#)

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