

Monday, May 15, 2023

Assistant to the Director and Board Liaison

Company: Jacob's Pillow Dance Festival

Location: Becket, MA

Compensation: \$55,000 - \$60,000 per year

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We are looking for a full-time Assistant to the Director and Board Liaison to support the Director in coordinating schedules, travel, logistics, hospitality, and special events on her behalf and in conjunction with other leadership staff. In addition, acts as the board liaison, sends all board-related communications, and organizes board and committee meetings, records, and events, working closely with the Deputy Director and Chief Philanthropy Officer. This position offers the unique opportunity to take on special assignments and expand your skill set.

STATUS: Full-time, Year-round

REPORTS TO: Executive and Artistic Director

DEPARTMENT: Executive

WORKS WITH: Deputy Director, Producing Director, Department Directors, Office Administrator, and Board of Trustees

BENEFITS: Health and dental insurance, FSA, 403B matching contribution, paid time off, life insurance, short- and long-term disability, Employee Assistance Program, and housing options might be available.

SUMMER ONLY: three meals a day, free access to classes, shows, talks, and studio usage.

SCHEDULE: From September 1st to May 1st is 9 to 5 pm, with occasional evening or weekend meetings and events. Remote work is possible during the off-season. From June 1st to Aug 30th, onsite work is required daily, with a 6-day work week.

RESPONSIBILITIES

Assistant to the Director

Coordinate the Director's calendar and travel arrangements.

Organize and maintain the Director's files.

Write, organize, and maintain correspondence - personally and on behalf of others.

Coordinate meetings and events on behalf of the Director.

Help maintain the organization's Central Calendar and other organizational planning calendars.

Scribe for department head meetings.

Provide hospitality for Director's guests.

Provide assistance with expense tracking, submission of receipts, and travel reimbursements for the Director.

Assist with logistics for, and preparation of organization-wide meetings, orientation, and events as needed.

Duties and special projects as assigned.

Board Liaison

Manage logistics for all Board and Committee meetings, act as the point of contact for Board members for administrative questions, and communicate to Directors, department heads, and philanthropic engagement staff on a regular basis.

Develop ways to build community among Board members and between Board and staff.

Scribe for all Board meetings and Board committee meetings

Manage and maintain Board files, contact updates in all databases, and Board manual.

Prepare routine Board communications and updates, including Board Digest.

Assist with event coordination as it relates to the Board of Trustees.

Process Board ticket orders as needed.

PREFERRED QUALIFICATIONS

Candidates with alternative professional experiences and qualifications equivalent to those listed below are encouraged to apply.

Bachelor's degree, or equivalent.

Two years of administrative experience and concise writing skills.

Demonstrated proficiency with standard office equipment and electronic meeting technology, software applications, and customer and/or fundraising databases.

Proficiency in Google Suite (including Gmail, Google Sheets, Google Calendar, Google Docs & Google Slides).

Experience in working in a cultural institution.

Knowledge and interest in dance.

SKILLS & QUALITIES

Strong attention to detail and excellent interpersonal skills.

Willingness to be helpful and adjust priorities at a moment's notice.

WORKING CONDITIONS/PHYSICAL DEMANDS

Office setting: including sitting, standing, walking, and bending.

Frequent interruptions.

TO APPLY

Please visit jacobspillow.org/employment to complete your application online. You will be prompted to upload a cover letter, resume, and references. All inquiries and materials will be confidential. Please do not submit your application by email or hard copy.

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[< back](#)

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