

Friday, December 13, 2024

Archives / Audience Engagement Intern

Company: Jacob's Pillow

Location: Becket, MA

Compensation: \$2856 stipend tax-exempt, scholarships available

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POSITION OVERVIEW

Two Archives / Audience Engagement Interns work with the Archives team to provide public access to the Pillow's extensive collection of videos, photographs, books, and other historical materials; input all festival documentation into the Jacob's Pillow Archives online catalog system; and support Archives events including Pre-Show Talks and PillowTalks.

RESPONSIBILITIES

The early weeks of the internship are devoted to learning and preparation. Areas of focus include:

- Engaging in staff trainings with intern cohort, new staff, and all staff.
- Learning archives best practices and procedures.
- Assisting with installing exhibitions and preparing Archives spaces for the public.
- Collaboratively curating and installing a new exhibit drawn from the Pillow Archives.

The main period of the internship is devoted to supporting the 9-week festival. Responsibilities include:

- Welcoming artists, faculty, students, staff, and the general public to the Pillow Archives via answering questions, promoting/recommending materials, and providing excellent customer service.
- Inputting information about festival documentation videos into Archives online catalog database.
- Assisting Archives staff with the management of all public Archives spaces through tasks like setting up chairs for talks and events, opening and closing Blake's Barn, and cleaning and maintaining exhibitions.
- (Optional) Visioning and executing a personal project under the guidance of the Archives staff.
- As a member of the intern class, you will be required to participate in general festival-related duties that aim to broaden your scope and understanding of the various arts administration and production roles that exist within this field as time allows and requirements evolve. These will include but are not limited to giving campus tours, assisting with production changeovers in the theater, golf carting patrons, handing out tickets at will call and other ways to interact with guests, moving chairs, setting up for events, errands, and transporting artists. Training will be provided prior to participation in these activities, and while these duties will be a part of your overall experience, you will still spend the majority of your time within your primary assigned role.
- 5-8 hours a week will be dedicated to participating in weekly seminars, career building conversations, attending dance classes, lectures, and performances.

REQUIRED QUALIFICATIONS

- Interacting with the public is a primary activity, therefore interns must be comfortable conversing with strangers.
- In order to successfully work in the Archives catalog database, interns must be detail-oriented.
- Interns must be comfortable working with Google Suite—particularly Google Drive, Google Docs, and Google Sheets.

PREFERRED QUALIFICATIONS

- Knowledge of dance is a plus.
- Experience in cataloging/data entry or a background in libraries/archives is a plus.

SKILLS & ABILITIES

- Ability to work effectively as a member of a team as well as individually.
- Committed to a culture of continuous learning and growth, with a focus on advancing Inclusion, Diversity, Equity, Accessibility, and Belonging efforts, while fostering a welcoming, equitable, and supportive environment where everyone feels valued.
- Clear desire to learn, grow, and gain new skills.

WORKING CONDITIONS/PHYSICAL DEMANDS

Frequent:

- Communication: conversing with artists, general public, researchers, staff, or students.
- Environment: working inside, working in shared office spaces with others in close proximity, uneven surfaces, frequent interruptions.
- Mobility: stationary position, moving short distances (up to 500 feet), operating computer, retrieving materials from high/low shelving, transporting materials <10 lb.
- Schedule: working set hours, working for extended periods of time, working evenings and weekends, working six days a week.

Occasional:

- Environment: working outside, noise/vibrations.
- Mobility: ascending/descending ladders, navigating narrow aisles and passageways, transporting materials >10 lb.

*Not sure you meet 100% of the qualifications? Research shows that men apply for jobs when they fulfill an average of 60% of the criteria, but women tend to apply only if they meet 100% of them. Yet, people who are systematically marginalized tend only to apply if they meet every requirement. We encourage you to apply if you believe you could excel in this role. Please use your cover letter to tell us about what you hope to bring to this role. We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds. So, whether you're returning to work after a gap in employment, simply looking to transition, or taking the next step in your career path, we will be glad to have you on our radar.

APPLICATION PROCESS

Video and/or audio applications are welcome (though not required), in addition to written expressions of interest.

Interview Stages: First round interview on Zoom with Associate Archivist; if selected to advance, a short research assignment and second round interview on Zoom with multiple Archives Department staff.

Accessibility Accommodations: Should you require any accommodations to facilitate your application, please don't hesitate to reach out to us at hr@jacobspillow.org. We are committed to providing support throughout the application journey, whether that's through email, a phone conversation, or a video call.

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