

Friday, December 13, 2024

Community Engagement Intern

Company: Jacob's Pillow

Location: Becket, MA

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

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POSITION OVERVIEW

Two Community Engagement Interns work collaboratively within a small team to implement the Pillow's community programs through relationship building, critical thinking, and administrative activities.

Community Engagement Programs serve participants of all ages and experiences, from individuals encountering movement for the first time to the advanced dancer. The Community Engagement Interns contribute to the administrative, financial, and logistical functions of programming, simultaneously building relationships as they interact with community partners, distinguished artists, and a range of participant groups—each with specific needs and interests.

The Community Engagement Internship aims to enhance learning in arts administration and related fields. Learning objectives for this position include:

Gain a working understanding of Tessitura (Customer Relationship Management Software) and how to best utilize database management to inform administrative and strategic processes

Examine basic principles and trends within event management and arts administration

Develop a better understanding of one's interests and strengths, including how to best utilize them within the workplace

RESPONSIBILITIES

Duties support the facilitation of off-site community-based and on-site Pillow-based programs. Responsibilities include:

- Managing a series of daily Morning Classes, weekly Workshops with Festival Artists, and periodic Community Workshops in Pittsfield.
- Logistically supporting community dance classes, performances, and residencies through participant recruitment, targeted marketing efforts and design, research into current and prospective community partners, and in-person event support.
- Maintaining participant registration, data collection, and reporting on programming attendance trends in the organizational database.
- Cash-handling, reconciling income, and finance tracking.
- Welcoming guests with a range of personal experiences to the Pillow for special visits and curated group tours.
- Program documentation and evaluation.
- Tabling at community events and farmers' markets.
- Supporting maintenance and exhibit curation in the Warren Davis Welcome Center.
- Opportunity to shadow full-time Pillow Staff throughout their workdays, observe interdepartmental, committee, and/or community partner meetings, and network with Berkshire County community organizers.
- Contributing to the planning and coordination of an annual Community Day. This free, day-long event highlights local partners and brings nearly 400 guests to the Pillow campus.
- 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

- Candidates should demonstrate an interest in community arts and/or arts administration.
- Proficiency in Google Suite, Word, Excel, and internet research is required.
- This role engages with a wide variety of the public; cultural competency and advocacy towards belonging, inclusion, diversity, equity, and accessibility are valued.

PREFERRED QUALIFICATIONS

- A dance background is preferred.
- Self-motivated candidates confident in a public leadership role and with experience in customer service will excel in this position.

SKILLS & ABILITIES

- Ability to respond to challenges quickly and with a positive attitude.
- Desire to grow in detail-oriented and pragmatic processes.
- Opportunity to develop problem-solving, project and time management, and written communication skills.
- 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.

WORKING CONDITIONS/PHYSICAL DEMANDS

- Office setting: Remaining in a stationary position for extended periods of time, moving within the office space as necessary. Shared working space with others in close proximity.
- Frequent interruptions.
- Limited access to air conditioning in summer months in accommodations and office spaces.
- Working regularly outdoors in all weather conditions, including inclement weather.

- Working regularly in wooded areas with exposure to native wildlife, including, but not limited to, rodents, ticks, and mosquitos.
- Move objects across campus, with or without assistance, such as tables, chairs, and event supplies.
- Ability to work evenings and weekends.

*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: Pre-screening interview on Zoom with Community Engagement Programs Manager; if selected to advance, a second interview on Zoom with Director of Community Engagement.

Additional Documents: Candidates must include a one-page writing sample/excerpt with their application.

Examples: professional email, excerpt from essay, draft event description
Applications submitted without a writing sample are considered incomplete.

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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