

Saturday, August 17, 2019

## Community Engagement Fellow

Company: Jacob's Pillow  
Location: Becket, MA

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The Community Engagement Fellow works closely with the Director of Community Engagement and the Community Engagement Coordinator to plan, organize, and implement the Pillow's year-round programs throughout Berkshire County. With a particular focus on access and equity to the arts, the department offers a wide variety of programming that connects community through dance. The Fellow is responsible for supporting administrative logistics, helping ensure the smooth functioning of the department's programs and activities. The Fellow can expect to interact with community across many sectors including community organizers, dance class participants, volunteers, artists, and community groups including dance studios, K-12 classroom teachers, youth organizations, and groups with specific needs and interests.

Responsibilities are largely administrative and include supporting logistics within the department for artists and community members, database research and record maintenance, internet research projects, leading public tours, supporting visits for community groups, assisting with special events as needed, and other projects and duties to be determined that support the evolving needs of the department. Additional administrative duties include scheduling, managing the department's calendar of events, participant and residency data collection and reporting, assisting in writing copy and summaries of programs that are distributed to partner stakeholders and Pillow staff, and promotion of programming through phone calls and online postings.

### Responsibilities

Act as the primary documenter for department meetings, programs, and forums as assigned.  
Oversee department scheduling, including community tabling opportunities and related material and staffing needs.  
Coordinate logistics for dance education programs.  
Monitor upkeep and maintenance of studios/facilities/community engagement resources as they relate to programs.  
Assist Director and Coordinator with department expenses and income, including receipt tracking and coding, artist fees, and income reports.  
Coordinate correspondence for program partners (including participants, artists, and community stakeholders).  
Oversee the Community Programs Tracking Report.  
Act as project lead for special research .  
Assist with the following:

Maintain, research, and develop department database (Tessitura).  
Coordinate operating logistics for public classes and workshops, including studio needs, online and phone pre-registration, income reports, participant tracking, and correspondence.  
Development of program protocols for department Redbook.  
Coordination of Jacob's Pillow Curriculum in Motion Residencies, Community Residencies, and other non-festival related performances, as assigned.  
Organize and maintain department files; schedule meetings as assigned and help maintain Department Calendar.  
Support Community Day planning, including studio site visits and evaluating artists to teach and perform.  
Assist with copywriting and proofreading of promotional materials, including program emails and website copy.  
Coordinate logistics for the College Partnership Program Day at the Pillow Visits .

Participate in training sessions to effectively gain the broad spectrum of skill sets required to effectively and successfully implement Community Engagement Programs.  
Duties and special projects as assigned.

### February-May

Up to 2 days per week will be spent answering phones in the Box Office.

### Required Qualifications

Candidates must have a dance background, with a demonstrated interest in community engagement and dance education initiatives and appetite for administrative tasks.  
Excellent interpersonal, organizational, public speaking, and community relations skills are a must.  
This position engages with a wide variety of public; cultural competency, friendly nature, and language skills are a plus.

### Skills & Qualities

A positive attitude in the face of constant multi-tasking and problem-solving, long hours and some physical labor is essential.  
Candidate should be organized and detail-oriented, with the ability to work independently and on a team.

### To Apply

Please email cover letter, resume, and references to [tgiles@jacobspillow.org](mailto:tgiles@jacobspillow.org) with "Community Engagement Fellow" in the subject line.

Only candidates with the strongest qualifications will be invited to interview for this position. All inquiries and materials will be confidential.  
Please do not mail hard copies.

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For more information:  
Human Resources  
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