

Tuesday, January 28, 2020

## House Management Interns

Company: Jacob's Pillow Dance Festival  
Location: Becket, Massachusetts  
Compensation: \$1500 stipend, housing, meals

► [Share](#) | [Print](#) | [Download](#)

Two House Management Interns will manage either the Ted Shawn Theatre or Doris Duke Theatre as well as work in the Box Office to provide the highest level of customer service to patrons.

While house managing, duties include training and supervising volunteer ushers; managing the audience's entrance, seating, and exit from the theatre; ensuring prompt curtain times; maintaining appropriate conditions in the theatre; auditing theatre attendance; being a point of contact during emergency procedures.. The interns work closely with the Theatre Manager and Patron Services Intern, the Patron Services Manager, Box Office Management and staff, and Production staff. As part of the Patron Services team, responsibilities include educating patrons, providing exemplary customer service, processing orders and exchanges, and assisting with projects in data management that may enhance the overall customer experience.

Candidates should be confident in a public leadership role, detail-oriented, organized, an effective time manager, problem solver, and self-motivated. Excellent interpersonal and customer service skills are a must. Experience in house management, as well as basic cash handling skills and customer service, is preferred.

Jacob's Pillow strives to create and provide an inclusive environment that promotes belonging for people of all backgrounds to experience art. We do not tolerate hate or disrespect towards patrons, artists, staff, or anyone visiting our campus. We value applicants that are enthusiastic in creating this space to align with our values.

To apply for the House Management Internship, please submit the required form, resume, cover letter, and references.

<https://www.jacobspillow.org/programs/intern-programs/how-to-apply/>

Jacob's Pillow Dance Festival  
358 George Carter Rd  
Becket, Massachusetts, 01223  
4132439919  
<https://www.jacobspillow.org/>

For more information:  
Samantha McClain  
[smcclain@jacobspillow.org](mailto:smcclain@jacobspillow.org)  
4132439919

[< back](#)

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