

Monday, December 23, 2024

Associate Producer

Company: Jacob's Pillow Dance Festival

Location: Becket, MA

Compensation: \$25-30/hr for Part-Time work 30-60 hrs/month, \$1200-\$1400/week May-August

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JACOB'S PILLOW

TITLE: Associate Producer

STATUS: Part-Time, Remote, Seasonal, February 3-May 3

Full-Time, In-Person, Seasonal, May 6-August 28

LOCATION: Hybrid Part-Time, remote, February-April

Full Time, In-person May-August

REPORTS TO: Producing Director

DEPARTMENT: Programming

SUPERVISES: Seasonal Staff & Interns

WORKS WITH: Programming & Production Administrator, Public Programs Coordinator, Seasonal Staff & Interns, Production Department, Events Team

COMPENSATION: \$25-30/hr for Part-Time work 30-60 hrs/month, \$1200-\$1400/week May-August

SCHEDULE: Business Days/Hours Part-Time scaling from 30-60 hrs/month January-April

SCHEDULE (SUMMER ONLY): Six (6) Day work week averaging 48-55 hrs May-August

BENEFITS (SUMMER ONLY): three meals a day, free access to classes, performances, talks, and studio usage as well as personal and sick time.

POSITION OVERVIEW

Jacob's Pillow seeks experienced and detail-oriented seasonal Associate Producers to join the Programming Department, reporting directly to the Producing Director. The Associate Producers will be responsible for supporting 9+ weeks of dance performances, coordinating contract administration, and advancing logistics for one of the indoor or outdoor theaters with support from Seasonal Staff & Interns. Key responsibilities include managing contracts, arranging transportation, processing visas, coordinating housing and meals, arranging complimentary tickets, supporting curtain speeches and Q&As, and working closely with the Health Care Coordinator to support the wellness of all visiting artists and guests. Additionally, the Associate Producers will assist in tracking the Programming Department's annual budget, support special events, collaborate with local business partners, and ensure the smooth execution of all logistical needs for Jacob's Pillow's performance programming.

RESPONSIBILITIES

Works closely with curators and Producing Director to see that the repertory and final program is being implemented at their direction. Including but not limited to reviewing programs for accuracy and staying in close touch with artists as repertory is rehearsed.

Facilitate relationships between artists/companies and Pillow departments to ensure a smooth transition from the curatorial process to presentation.

Liaise with the Marketing & Media Departments to ensure artists are accurately represented.

Liaise with the Production Department to coordinate schedules, rehearsal space, dressing rooms, and other necessary logistics ensuring a seamless experience for artists and staff.

Ensure the elements of the contractual process are finalized and executed with the artists.

Ensure artists receive a warm welcome and they are well-cared for throughout their visit.

Attend select final dress rehearsals to ensure the program is smooth, and ensure audience experience is appropriately planned in conjunction with the Patron Services Department.

Review print programs for all performances within the editorial team timeline.

Monitor the budget.

Work with a visa consultant to ensure all artist visas are processed on time, adhering to relevant regulations.

Oversee logistical planning and execution for visiting companies, with support from the Producing Director Seasonal Staff, and Company Management Interns, to prepare for each performance and event.

Create, maintain, and distribute informational materials for artists, providing them with necessary resources and schedules upon arrival.

Ensure artists feel valued and well-cared for throughout their visit, including overseeing their dietary needs, wellness support, and any special requirements.

Collaborate with the Health Care Coordinator to arrange wellness support for artists, including transportation to healthcare services as needed.

Act as an on-call contact for campus emergencies, working collaboratively with team members to address and resolve issues.

Cultivate and maintain positive relationships between artists/companies and Pillow departments, ensuring a welcoming and supportive

experience before, during, and after performances.

Supervise interns by offering guidance and ensuring the successful completion of their tasks concerning artist and performance logistics.

Provide assistance to the events team and support high-profile events as needed, ensuring all logistics are in place.

Participate in weekly departmental meetings, providing updates, sharing insights, and ensuring alignment across departments.

Assist in the planning, execution, and support of events, including late-night gatherings such as the All Styles Dance Battle and Pride Party.

Assist in managing departmental finances, including processing payments, filing receipts, and tracking the budget to ensure transparent financial oversight throughout the season.

Support the seasonal setup and breakdown of the Festival's performance spaces, studios, exhibition spaces, and temporary tents as the festival begins and ends.

Assist with driving, running errands, and updating calendars as needed, requiring a valid driver's license and eligibility to drive a 12-passenger van.

Complete required Adult/Child CPR and First Aid Training (provided to staff before the Festival) to be prepared for emergencies.

Offer general support to the Programming Department, contributing wherever needed to ensure smooth operations throughout the year.

Maintain early and constant communication with the Producing Director regarding the coordination of Artist company management requirements and Jacob's Pillow resources.

Take on special projects as assigned.

REQUIRED QUALIFICATIONS

5-8 years of related experience in producing, event management, company management, or arts administration.

Proven ability to manage multiple projects with precision and meet deadlines.

Experience with logistics planning including booking travel, accommodations, and providing hospitality.

Strong written and verbal communication skills, with experience in navigating and communicating with multiple cultural perspectives with diplomacy.

Experience in artist contract management.

Experience in tracking budgets.

Proficiency in using productivity tools such as Google Suite and project management software.

A valid driver's license, with a willingness to drive for work-related duties as necessary.

Willingness to respond to urgent needs outside of office hours and work nights/weekends as needed

PREFERRED QUALIFICATIONS

Comfort and eligibility to drive a 12-passenger van (valid driver's license required).

Multilingual skills are a plus.

Experience in event coordination and hospitality (catering, restaurant, or hotel services).

Knowledge of the dance and/or performing arts field.

SKILLS & QUALITIES

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.

High proficiency in analytical and empathetic problem-solving, including conflict resolution, negotiation, and mediation.

Ability to work adaptively and collaboratively across interdepartmental working styles.

Demonstrated capability to conceive, strategize, and manage multiple projects, ensuring accuracy and attention to detail.

Passion for mentoring and supporting interns and young career professionals.

A positive, upbeat attitude with the ability to maintain composure, flexibility, and a sense of humor in a fast-paced, dynamic environment.

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.

Working long hours with frequent interruptions.

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.

Lift up to 25 pounds and move objects across campus, with or without assistance, such as tables, chairs, and event supplies.

Ability to work evenings, select late nights, and weekends.

Shared responsibility of On-Call phone for campus emergencies.

*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: Candidates can expect to engage in up to three rounds of interviews, the first sessions will be held on Zoom and finalists will be brought to Jacob's Pillow for a tour.

Additional Documents: We may ask for a writing sample or a sample spreadsheet to better understand your expertise and fit for the role.

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.

Jacob's Pillow Dance Festival
358 George Carter Road
Becket, MA, 01223
4132439919

For more information:
Ygor Lobo
ylobo@jacobspillow.org
4132439919