

Friday, December 13, 2024

Company Management Intern

Company: Jacob's Pillow

Location: Becket, MA

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

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POSITION OVERVIEW

Company Management Interns play a pivotal role in the day-to-day operations of Jacob's Pillow Dance Festival. Interns will take on a range of responsibilities focused on artist services, coordination, and hospitality, ensuring that all logistical aspects of festival performances and artist care run smoothly.

Each intern will be assigned to one of Jacob's Pillow's three theaters— the Ted Shawn Theatre, the Doris Duke Theatre, or the Henry J. Leir Stage— and will serve as the secondary point of contact for their designated venue. Interns will be responsible for overseeing the logistics of performing companies, and providing exceptional hospitality and care for the artists. Additionally, they will support the Production Department by communicating and collaborating on any performance or artist-related needs.

RESPONSIBILITIES

- Serve as the secondary point of contact, reporting to Company Manager, for each performing company at assigned theater, responding promptly to artists' needs as they arise.
- Manage all logistical arrangements for performing companies, including housing, travel, and programming coordination.
- Oversee artist hospitality services, including Green Room setup, artist welcomes, campus tours, craft services coordination, and artist gift procurement.
- Assist in the planning and staffing of key special events, such as the Jacob's Pillow Gala, Pride Party, and All Styles Dance Battle.
- Participate in cross-functional position rotations and role shadowing to gain insight into a variety of festival organizing and producing responsibilities.
- Support calendar management by maintaining an up-to-date schedules of performance company logistics, including travel, artist meetings, rehearsal spaces, and performance times.
- Create ongoing name tags for all Jacob's Pillow staff, performing artists, dancers of The School, Artist Faculty, scholars in residence, and special guests.
- Draft and distribute clear, concise email communications to performing companies, outlining detailed logistical information and Festival expectations.
- Conceptualize, research, and develop a special Programming-related project, contributing to systems improvement, artist experience, IDEA initiatives and/or research and preservation.
- Provide on-site support by responding to general inquiries, assisting patrons, and transporting patrons via golf carts as needed.
- Perform data entry, maintain and update spreadsheets, and track progress on assigned tasks to ensure efficiency and accurate documentation.
- Work collaboratively with the Jacob's Pillow team to ensure the comfort, safety, and overall experience of both artists and patrons throughout the Festival.
- 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

- A demonstrated passion for company, stage, or event management, with an interest in supporting live performances and full scale artistic productions.
- A strong commitment to fostering Inclusion, Diversity, Equity, and Accessibility (IDEA) in all aspects of work and communication.
- Experience in project management, including organizing and executing logistical tasks with precision and efficiency.
- Strong written and verbal communication skills, with the ability to craft clear, concise messages and materials.
- Robust customer service abilities, with a focus on creating positive, welcoming experiences for artists, staff, and patrons.
- Capacity to manage projects independently while also thriving in collaborative team environments.
- Detail-oriented, organized, and confident to manage multiple tasks simultaneously.
- A valid driver's license, with a willingness to drive for work-related duties as necessary.

PREFERRED QUALIFICATIONS

- Prior experience working with artists and technical staff in a live performance setting.
- A proactive, creative, flexible, and solutions-oriented approach to challenges, with a commitment to teamwork and peer support.
- Cultural competency and multilingual abilities are a plus, as this role involves working closely with a diverse group of artists and staff.
- A positive, upbeat attitude with the ability to maintain composure, flexibility, and a sense of humor in a fast-paced, dynamic environment.

SKILLS & ABILITIES

- Willingness to learn unfamiliar processes, tasks, and skills
- Public speaking to large groups for meetings, providing directions, and leading tours
- Computer skills are beneficial in Google Suite, Word, Excel, Canva and Internet research.
- Technology skills are beneficial including printing, copying, and laminating.
- 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.
- 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:

Part One - Invitation to a 30 minute Zoom interview with one member of the Programming Department

Part Two - Invitation to a 60 minute Zoom final Interview with two to three members of the Programming Department

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.

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