

Friday, December 13, 2024

School Programs Intern

Company: Jacob's Pillow

Location: Becket, MA

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

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POSITION OVERVIEW

Jacob's Pillow seeks two School Programs Interns to serve as an integral part of a team led by the Interim Director of The School and the School Programs Manager, and includes the School Administrator and the School Programs Assistant. School Programs Interns work with The School Staff to coordinate and implement five on-site, professional advancement and development programs involving an international roster of Artist Faculty and program participants, as well as participate in operations and logistics for The School at Jacob's Pillow 360 Intensives being held nationwide in partnership with peer institutions.

School Programs Interns gain hands-on experience in the administrative, philanthropic, and logistical functions needed to successfully deliver unique, in-depth programs led by a world-class, international roster of Artist Faculty. Working in the state-of-the-art Perles Family Studio, School Programs Interns interact daily with The School's Artist Faculty and accomplished dance artists who are focused on the creation of new work and sharing this work with weekday studio observers and Festival audiences each Saturday.

Cultivating pre- and post-program correspondence, supporting the facilitation of Festival Artist Classes & Lunchtime Talks: Career Building & Dance Citizenship, coordinating gatherings between School Sponsors and program participants, leading in-studio observation visits for the public, leading virtual and on-site orientations for Artist Faculty and program participants are key responsibilities that involve both departmental and interdepartmental collaboration.

RESPONSIBILITIES

- Serve as the program ambassador for select School Programs
- Creating, assembling, and distributing pre-program, program, and post-program materials to be shared with Jacob's Pillow Staff, Artist Faculty, program participants, and visitors
- Maintenance of office records, archival reports, correspondence, and data collection
- Scheduling and executing program curricular activities
- Coordinates on- and off-site weekly social events for program participants
- Lead pre-arrival virtual orientations and arrival day on-site orientations, including providing campus tours to Artist Faculty and program participants
- Supervise studio preparedness for daily classes and rehearsals
- Lead in-studio observation efforts, including the documentation and tracking of all visitors
- Serve as the liaison between The School and the Jacob's Pillow Box Office for all Artist Faculty and program participant ticketing needs
- Coordinates the video and photography scheduling for all School Programs, serving as the liaison between The School and Jacob's Pillow Media Team
- Coordinates Jacob's Pillow Health Office appointments for Artist Faculty and program participants
- Support the facilitation of weekly informal Pause In The Process Showings in the Perles Family Studio, School Programs Showings on the outdoor Henry J. Leir Stage, the Jacob's Pillow Season Opening Gala, and weekly Festival Artist Classes
- Provide basic production support including but not limited to sound and studio maintenance
- Create an End of Day (EOD) report that is distributed to School Staff daily via email
- Advanced exposure and learning opportunity in the areas of professional networking, international visas, company management logistics, music rights and permissions, studio and stage production, marketing efforts and promotional strategies, alumni relations, patron relations, philanthropic relationships, and database management.
- As a member of the Jacob's Pillow 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, assisting with patron campus transportation via golf carts, handing out tickets at will call, and other ways to interact with guests including 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

- Familiarity with dance and/or the performing arts industry
- Strong experience and familiarity with Google Suite, including G-Mail, G-Chat, Google Calendar, Google Docs, Google Spreadsheets, and Google Forms
- Proficiency with standard office equipment and technology, including but not limited to computers, office phones, and printers
- Basic graphic design skills and familiarity with Canva

PREFERRED QUALIFICATIONS

- Experience working in a cultural institution or nonprofit setting
- Fluency or passable conversationalist in another language (particularly Spanish)
- Strong dance history knowledge, familiarity with multiple dance genres, and familiarity of studio training and performance practices
- Basic production or technical experience, specifically in the areas of sound and studio maintenance
- Valid U.S. driver's license

SKILLS & ABILITIES

- 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.
- Strong organizational skills, including accuracy and attention to detail
- Ability to communicate professionally and sensitively with a wide-range of diverse professionals, people, and institutional contacts

- Comfortability in public speaking and communicating with large groups
- Ability to problem solve analytically and with empathy, with an ability to anticipate complications before they arise
- Ability to work independently, proactively, creatively, flexibly, and collaboratively
- Excitement for learning and developing knowledge within areas of particular interest
- Ability to understand, interpret, and instruct others
- Ability to prioritize and carry out multiple projects concurrently
- Ability to work with agility in a fast-paced environment

WORKING CONDITIONS/PHYSICAL DEMANDS

- Office Setting – Remaining in a stationary position for extended periods of time, moving within the office space as necessary. The School Team Office is shared amongst five employees, working in close proximity.
- Frequent interruptions – It is common for Artist Faculty and program participants to enter the office space to discuss questions, schedule updates, or general needs.
- 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, event supplies, instruments, and production equipment.
- Ability to work evenings and weekends. Some work days may be longer than others dependent on programming needs.

*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: The first-round interview will be held with the School Programs Manager, followed by the second-round interview with the Interim Director of The School.

Additional Documents: Applicants that are successful in the first-round interview will be asked to complete a short writing assignment pertaining to the 2025 School Programs. It is possible that we may ask for an additional 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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