

Friday, December 13, 2024

Video Documentation Intern

Company: Jacob's Pillow

Location: Becket, MA

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

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POSITION OVERVIEW

The Video Documentation Intern plays a vital role in capturing and preserving the dynamic experiences of the Festival. Working closely with the staff videographers, the intern will gain hands-on experience in video production, post-production, and archival management, contributing to both the Festival's promotional efforts and its extensive historical documentation.

RESPONSIBILITIES

- Filming performances, classes, events, rehearsals, and lectures.
- Editing videos used to help promote the Festival. Excerpts from the videos are used online as part of a popular resource known as Jacob's Pillow Dance Interactive.
- Equipment setup and breakdown
- Management of video files, DVD duplication, troubleshooting equipment, and helping maintain the Pillow's extensive video archives. The video equipment is all High Definition and 4K, and the video editing platform used is Adobe Premiere.
- 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

- Familiarity with professional video cameras and accessories, including tripods, stabilizers, and microphones.
- Experience with video editing software, particularly Adobe Premiere Pro.
- Candidates must include a brief sample of video work, preferably of dance, with their application.

PREFERRED QUALIFICATIONS

- Interest in performing arts to better understand and capture the nuances of dance and theatre.

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.
- Creative problem-solving during live events to handle unexpected challenges (e.g., lighting changes or equipment malfunctions).
- A strong sense of narrative to create compelling promotional or archival video pieces.

WORKING CONDITIONS/PHYSICAL DEMANDS

- Operating video equipment in live theatre settings, often requiring extended periods of standing or remaining stationary to capture performances with precision.
- Lighting and Space Constraints: Navigating dimly lit spaces, tight working areas, and maintaining awareness of performers and audience members during events.
- 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.
- Limited access to air conditioning in summer months in accommodations and office spaces.
- 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.
- Move objects across campus, with or without assistance, such as video equipment, tripods, etc.
- Ability to work evenings and weekends.

*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:

- (1) A Zoom interview with direct supervisor
- (2) A Zoom interview with direct supervisor and another member of the Pillow team

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

Candidates must include a brief sample of video work, preferably of dance, with their application.

Applications submitted without a sample are considered incomplete.

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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