

Friday, January 31, 2025

The Carole & Dan Burack Director of The School at Jacob's Pillow

Company: Jacob's Pillow Dance Festival
Location: Becket, MA
Compensation: \$85,000-\$100,000

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TITLE: The Carole & Dan Burack Director of The School at Jacob's Pillow

STATUS: Full-Time, Exempt, Year Round

START DATE: September 2025

LOCATION: Hybrid; In-person work required May-August; extensive travel domestically January- March.

REPORTS TO: Associate Artistic Director

DEPARTMENT: School

SUPERVISES: Associate Director of the School, Artist Faculty

WORKS WITH: Executive & Artistic Director, Deputy Director, and directors of Community Engagement, Archives and Preservation, Philanthropy, Marketing, Finance, Production, Facilities, and their staff.

COMPENSATION: Grade 6: \$85,000-\$100,000

Benefits: Health, dental & vision insurance, FSA, 403B employer contribution, paid time off, life insurance, short- and long-term disability, Employee Assistance Program

Schedule: Occasional weekend work and extra hours especially during the summer Festival

Summer Only: Three meals a day, free access to classes, performances, talks, and studio usage

Position Overview

The Carole & Dance Burack Director of The School at Jacob's Pillow is responsible for the design, execution, and pedagogical integrity of educational programs at The School both in person and online. The School at Jacob's Pillow is a renowned center for dance artists to evolve their distinct artistic voices and is instrumental in career advancement. The incoming director will build on the School's legacy by planning and updating curriculum and programs to deepen the School's impact on dance artists in the 21st century and to prepare them for success in a rapidly shifting dance economy. The Director is a member of the leadership team that aligns school programming, staff, faculty, and student experiences with Jacob's Pillow values and mission and ensures comprehensive administration of all internal school operating policies and practices. The incoming director will enhance pedagogical commitments to developing each artist's individual voice and nurturing citizen artists whose creativity and curiosity extends beyond accomplished technical dancing as well as develop programs across a full and inclusive spectrum of dance aesthetics, cultures, and abilities. The Director is responsible for enhancing revenue streams from both in-person and online programs. They also play a leadership role in supporting Philanthropy, Marketing, and Alumni Relations.

Responsibilities

Works with Associate Artistic Director and Executive and Artistic Director to set vision and direction for The School in alignment with the organization's mission and strategic goals by providing analysis and recommendations to strengthen, reinforce, and identify opportunities for all School programs as well as for inter-departmental engagement;

Engages a distributed school leadership team including the School Associate Director and artist faculty leaders to implement unique professional advancement programs to cultivate lifelong dance citizen artists and integrate care and wellness into curricula;

Oversees all school administrative systems including student and alumni CRM, registration, faculty management, budgeting, daily operations, and event management;

Ensures that faculty selection, curricula concept development, and dancer selection criteria are inclusive of the range of dance aesthetics, cultures, and abilities contributing to the evolution of dance as an art form and as a field of practice;

Identifies artist faculty and negotiates their contracts.

Identifies opportunities and partnerships with dance industry leaders to enhance brand engagement and revenue opportunities for year-round, on-campus, virtual, and hybrid educational programs to serve a broad range of dance artists and workers. Collaborates with the Chief Marketing Officer on all brand engagement to ensure alignment with Jacob's Pillow's broader brand identity. Coordinate with Jacob's Pillow Alumni Coordinator and Marketing and Philanthropy teams to foster life-long engagement with all school alumni as Jacob's Pillow ambassadors and potential donors;

Cultivate relationships with dance teachers and training centers that support recruitment for School programs, faculty, and students;

Collaborate with the Archives department to fulfill institutional documentation protocols;

As department head, establishes a learning culture for year-round and seasonal staff and faculty with short-term and long-term department goals in alignment with the Pillow's overall strategy and values; ensures that resources (budget, personnel, and equipment) are delegated efficiently to achieve department goals; facilitates ongoing training, development, and evaluation opportunities for department staff and faculty; stays updated on institutional deadlines and action items for the department; and attends department head meetings and relevant cross-departmental meetings, such as long-term planning sessions.

Prepares and monitors department budget and financial plans, including expense approvals and distribution of scholarship support for

program dancers needing financial assistance to make their attendance possible and dancers selected for special awards and recognition. Supports timely financial reconciliation and communication with the finance department.

Works with Philanthropy on the School Sponsorship program; including setting policies, creating engagement events, and stewarding Sponsor participation in the School.

Works with the Executive and Artistic Director to engage the Education Committee in the annual plans and goals of the School, with emphasis on strategic discussions about program refinement and expansion. Responsible for preparing reports for Committee and Board of Trustee meetings.

Collaborates with the Associate Director of the School and Marketing Department on direction, implementation strategies, and material development for Recruitment, Application Submittals, Promotional/Marketing efforts, and the remote 360 Workshops and Intensives that showcase School Artists Faculty, and alumni while engaging a wider pool of dancers in The School and Festival resources.

REQUIRED QUALIFICATIONS

Prior experience, preferably 10+ years, with dance education and professional development organizations.

Proven leadership skills, both within organizations and throughout the arts field.

Proficiency in constituent management databases and productivity tools such as Google Suite, Tessitura, and project management software.

Excellent organizational development, financial, interpersonal, marketing, administrative, and personnel management skills.

Excellent communication skills, both written and oral.

Demonstrated passion for building a foundation of citizenship and artistry for incoming generations of dance artists to navigate the rapidly changing socio-economic climate within which dance operates.

Professional and personal affinity for working with diverse and divergent viewpoints, aesthetics, and life experiences that resonate with and amplify Jacob's Pillow values for Inclusion, Leadership, Integrity, Flexibility, Partnership, and Sustainability.

PREFERRED QUALIFICATIONS

Graduate degree or equivalent combination of education and professional experience.

Knowledge of dance education across aesthetics and cultures as well as training in career & business management for independent artists preferred.

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.

Visionary, trustworthy, diplomatic, understanding, and innovative

Strong presentation skills.

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.

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

Travel domestically by airfare, train, car, etc.

Not sure you meet 100% of the qualifications? Research shows that men apply for jobs when they meet about 60% of the criteria, while women and other marginalized groups tend to only apply if they meet every requirement. If you believe you could excel in this role, we encourage you to apply. Use your cover letter to tell us about your experience and what you hope to bring to this role. We value diverse backgrounds and experiences, including those returning to work after a gap or transitioning careers. We'd be glad to have you on our radar.

APPLICATION PROCESS

Submit the written application

Supplemental video and/or audio materials are welcome but not required.

Interview stages:

Interview with the People & Culture team.

Interview with the Hiring Manager on Zoom.

Onsite Visit with a tour and multiple panels with staff.

Reference Check and Background Check.

Additional materials: Writing samples or project samples may be requested.

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

Apply Now: <https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=142146&clientkey=40E656CCFD95385492E24A1C17094A1B>

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