

Title: **Community Engagement Coordinator**
Status: Full Time
Reports to: Director of Community Engagement
Oversees: Community Engagement Apprentice, two Festival Interns, Volunteers

Jacob's Pillow is "the dance center of the nation" (*The New York Times*), a National Historic Landmark, recipient of the National Medal of Arts, and home to America's longest-running dance festival, located in the beautiful Berkshires of Western Massachusetts. "The Pillow" encompasses a world-renowned international Festival; The School at Jacob's Pillow, a professional training center; rare and extensive dance Archives which are open to the public; the Pillow Lab Program to support new choreography; co-presentations with MASS MoCA (Massachusetts Museum of Contemporary Art); year-round Community Programs serving local schoolchildren, artists, and community members; and Virtual Pillow, which includes curated online dance performances, videos, and talks with artists. Jacob's Pillow celebrates its 85th season in 2017.

Jacob's Pillow seeks a Community Engagement Coordinator (CEC) to work closely with the Director of Community Engagement to plan, organize, and implement the Pillow's on and off-site year-round Community Engagement Programs. The ideal individual possesses initiative, a collaborative spirit, excellent administrative skills, including strong written and verbal communication skills in order to communicate professionally and sensitively with a wide-range of diverse contacts including dance studios, K-12 classroom teachers, youth and service organizations, and the ability to handle and assimilate multiple projects of varying natures. Success in this role requires someone who is imaginative, highly motivated, and service-oriented and who works in a self-directed manner. A strong knowledge and passion for dance, dance education practices, and community engagement practices are essential. Familiarity with a festival-paced environment, Jacob's Pillow Dance, and the Berkshire community are a plus.

The CEC supports the growth and evolving philosophy of the Community Engagement department that connects communities through movement and shared arts experiences. With a particular focus on access and equity to the arts, the department provides a wide variety of observational, participatory, and creative programing that educates and connects our community through dance. The CEC is responsible for helping ensure the smooth functioning of the department's programs and activities by performing a variety of administrative activities and functioning as an interdepartmental liaison.

Responsibilities:

- Plan and manage all on-site public classes, workshops, and Day at the Pillow Visits
- Implement the annual Dancing Berkshires Fund Program
- Coordinate logistics related to the Jacob's Pillow Curriculum in Motion Residency Program

- Steward and facilitate community dance experiences for diverse populations both on and off-site
- Manage department tour schedule and give tours
- Assist with off-site program coordination as assigned, including but not limited to event registration/production, community meetings, note-taking, and volunteer oversight.
- Maintain and develop department database (Salesforce); pull department reports and provide mailing lists for targeted communication.
- Liaison with Marketing to strategize and promote Community Engagement Program initiatives and public events.
- Assist with copywriting and proofreading of all promotional materials across multiple platforms (print and online materials including emails, brochures, and social media)
- Archive all program documentation and assessment (paper & electronic)
- Maintain department handbook
- Manage invoice and expense tracking and budget spending for department
- Oversee Community Engagement Apprentice's role in:
 - Community Day production in collaboration with Program Apprentice
 - Invitations to participate in Dancing Berkshire Fund
 - Public programs management and income tracking
- Supervise, train, and mentor two Festival interns
- Assist in processing contracts and paperwork for artists
- Coordinate the production of informational materials for artists and community partners.
- Organize and maintain department calendar, files, and records.
- Write, organize, and maintain correspondence; schedule meetings/conference calls, and field general inquiries
- Duties and special research projects as assigned.

Required Skills:

- Bachelor's Degree in a related field (performing arts administration, community organizing, and/or education) preferred or equivalent of education and experience with 1-3 years of performing arts administration, not-for-profit, project management, community outreach, youth development, teaching and/or artist development experience
- Strong community engagement and facilitation skills
- Strong organizational skills, fastidious attention to detail, and the ability to multi-task
- Ability to thrive in a fluid, grassroots environment
- Flexibility and the ability to work autonomously as well as take direction as needed
- Passion for arts access and social justice principles coupled with a knowledge of dance, dance education, dance teaching, and community engagement
- Strong interpersonal skills in email correspondence, phone communication, and in-person situations with colleagues and external partners
- Ability to build relationships across lines of difference and with diverse stakeholders
- Ability to serve as a representative of Jacob's Pillow Dance in multiple settings
- Professional management of Facebook, YouTube, Twitter, and Instagram accounts, a major plus

- Ability to work weekends and evenings; the Festival schedule requires a 6-day work-week.
- Ability to work well under pressure, with excellent strategic-thinking and problem-solving skills
- Demonstrated success in building and maintaining relationships with community members

To Apply:

Send cover letter, resume, and references to info@jacobspillow.org, with “Community Engagement Coordinator” in the subject line.

About Jacob’s Pillow Dance:

Jacob’s Pillow Dance is a registered 501(c)(3) not for profit organization and an equal opportunity employer. Jacob’s Pillow provides equal opportunity for all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law. This policy also prohibits employees from harassing any other employee for any reason including, but not limited to, race, religion, sex, national origin, age, or disabled status.