

**TITLE:** Deputy Director  
**STATUS:** Full-time  
**REPORTS TO:** Director  
**SUPERVISES:** Assistant to the Deputy Director/Internship Program Fellow  
Director of Finance  
Director of Facilities  
Director of Operations and Systems  
Director of Marketing and Communications  
Retail Coordinator

Jacob's Pillow seeks a Deputy Director to oversee the management of finances, facilities, human resources, and organization-wide operating systems, and foster cross-departmental communication and collaboration for America's longest-running international dance center, located in the beautiful Berkshire Hills of Western Massachusetts. The Deputy Director also oversees marketing, communications, and retail for the Pillow, and undertakes special projects as appropriate. The Deputy Director reports to the Director, and works with the Board of Trustees on matters related to operations. Ideal candidates will have a passion for dance, a proven track record in non-profit management, an entrepreneurial mindset, and demonstrated skills in partnering effectively with diverse people. The Deputy Director is one of the Pillow's leading representatives in its work with funders, national service organizations, and a range of regional and other partners.

Jacob's Pillow, a National Historic Landmark and recipient of the National Medal of Arts, is a year-round center for dance and home to America's longest-running international dance festival located in the beautiful Berkshires of Western Massachusetts. The Pillow encompasses the world-renowned international Jacob's Pillow Dance Festival, presenting more than 50 dance companies and over 350 events each summer; The School at Jacob's Pillow, one of the most prestigious professional dance training centers in the U.S.; the Pillow Lab, a residency program that supports new choreography; growing Community Engagement programs that serve local school children, artists, and community members alike; rare and extensive dance Archives, open to the public and available online at [danceinteractive.jacobspillow.org](http://danceinteractive.jacobspillow.org), which chronicle more than a century of dance through photographs, videos of performances and talks with artists, costumes, and scholarly essays; and Apprenticeships, a Fellows Program, and an Internship Program that provide professional advancement and training opportunities.

## RESPONSIBILITIES

### Financial and Administrative Management

- Working closely with Director and Director of Finance, responsible for creating and monitoring annual operating and capital budgets.
- Working closely with Director of Finance, ensure preparation and presentation of appropriate reports and proposed budgets to the Director and the Board, and keep the Director apprised of revenue and spending against the budget throughout the year.
- Work to strengthen financial capacity of the organization, create efficiencies in systems, and identify new revenue opportunities. Provide leadership on maximizing revenue, controlling costs, and managing long-term investments.
- In consultation with the Director and Pillow counsel, review major contracts, oversee compliance with all applicable laws and regulations. Manage all insurance contracts and claims.

- Support staff task forces on sustainability, data management, and communications.
- Serve as liaison to the Board of Trustees Governance and Audit Committee.

### **Operations Management**

- Work with Director of Operations to oversee all administrative operations and IT, including the design and implementation of policies, practices, and processes that align with the organizational vision, and maximizing inter- and intradepartmental coordination.
- With Director of Operations and other department heads, ensure data quality as it is inputted, maintained, updated or transferred to new systems.
- Support Director of Operations in the selection of a new or expanded database system to be implemented following the 2019 Festival.

### **Human Resources**

- Oversee all Human Resources functions, including personnel policies, policy compliance and goals aligned with 5-year strategic plan. Lead efforts to address long-term Human Resources planning.
- In consultation with Director, determine compensation levels and performance review systems, and manage annual review of senior staff. Oversee hiring policies and practices.
- In the event of staff vacancies of senior staff, supervise necessary reorganization of staff responsibilities, recruitment and hiring of replacements, and onboarding consultants for interim assignments.
- Oversee organization-wide diversity, equity, inclusion, and accessibility planning and implementation efforts and assist staff task force on IDEA (Inclusion, Diversity, Equity and Access).
- Oversee staff orientation and training, and ensure an effective, positive working environment for all staff and contractors, and opportunities for staff professional development and training.
- Oversee Fellow and Intern programs, including recruitment, selection, training, curriculum development and logistics.

### **Facilities Management**

- Oversee the maintenance and improvements to the 220-acre National Historic Landmark site and campus.
- With Director of Facilities, manage construction and renovation projects, and ensure efficient operation, code compliance, physical attractiveness, and a welcoming environment for artists and audiences.
- Serve as a liaison to the Board of Trustees Facilities Committee.

### **Marketing, Communications and Retail**

- Working closely with the Director and Director of Marketing and Communications and Retail Coordinator, oversee successful functioning of box office, Patron Services, publications and media relations, website and social media functions, and branding efforts.
- Manage hospitality partnership with Old Inn on the Green and Savory Harvest to ensure shared goals are achieved by both the organization and the partnering vendor.
- Oversee the organization's on-site and online merchandising, and lead planning for new ways to maximize retail and store operations.

Work closely with Director to ensure successful implementation of the Vision '22 Strategic Plan (2018-2022), and take on new business initiatives and other special projects as assigned.

## REQUIRED QUALIFICATIONS

- 7+ years management experience in senior level positions.
- Demonstrated organizational leadership skills, including experience leading a collaborative, high-functioning team, and producing at the highest standards of performance even in pressured work settings.
- Understanding of business functions including Finance, Operations, Information Technology, HR, Facilities Management, Marketing, Sales, Fundraising, Producing, and Education.
- Excellent written and oral communication skills.
- Superior analytic skills and fluency with numbers.
- Advanced computer skills including high proficiency in MS Office (particularly Excel).

## SKILLS & QUALITIES

- Results-oriented, strategic, and creative thinker.
- Budget-focused as well as entrepreneurial business mindset.
- Aptitude for problem-solving, decision-making, mentoring, and delegating.
- Experience working collaboratively across departments to develop effective and efficient inter-departmental processes and systems.

Salary is commensurate with experience and in keeping with a not-for-profit pay scale.

## TO APPLY

Please email cover letter, resume, and references to Anna McDunn, Assistant to the Director at [amcdunn@jacobs-pillow.org](mailto:amcdunn@jacobs-pillow.org) with "Deputy Director Application" in the subject line.

**All inquiries and materials will be confidential. Please do not mail hard copies.**

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*Jacob's Pillow 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.*