

**TITLE:** Parking Attendant  
**STATUS:** Part-time; Seasonal from mid-June through August  
**REPORTS TO:** Facilities Manager  
**DEPARTMENT:** Facilities Department  
**WORKS WITH:** Facilities Department, Festival staff, volunteers, and patrons

Jacob's Pillow seeks a **Parking Attendant** to join the **Facilities Department** and work closely with and report directly to the **Facilities Manager**. This position is entrusted with providing courteous, reliable, and efficient customer service while monitoring and maintaining a safe and clean parking area.

### ABOUT JACOB'S PILLOW

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 500 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

- Maintain parking areas clean and orderly to ensure that space usage is maximized.
- Maintain parking area safe for motorists and pedestrians.
- Direct motorist to parking areas or parking spaces, using hand signals or flashlights as necessary.
- Greet patrons.
- Assist patrons with locating vehicles or providing patrons with instructions for locating vehicles.
- Perform additional duties and tasks as assigned.

### REQUIRED QUALIFICATIONS

- Possess excellent customer service skills.
- Demonstrates exceptional oral communication skills by conveying information effectively.
- Must be able to work flexible shift hours (days, evenings, weekends, and holidays).

### PREFERRED QUALIFICATIONS

- Possess an outgoing and enthusiastic personality.
- Ability to stand and walk for an extended period of time.

**TO APPLY**

Please email cover letter, resume, and references to [jlopez@jacobspillow.org](mailto:jlopez@jacobspillow.org), with “Parking Attendant” 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.*