

Title: **Driver**

Status: Seasonal; June 1, 2020 through August 31, 2020 (start date is flexible)

Reports to: Producing Director and works closely with Company Management Team

Department: Company Management

Works with: Festival staff, visiting company members, faculty, students, volunteers, and patrons

Drivers are an integral part of the Company Management team working to provide transportation for artists to and from nearby cities (Boston, NYC), train stations, and bus stops. Additionally, drivers will need to assist with retrieving supplies from a variety of vendors locally and within an hour radius of Jacob's Pillow. Driver will report directly to the Producing Director, but will often work closely with the Company Management Assistant on scheduling and details. Hours will be varied and may require some on call hours. Attention to detail, punctuality, driving experience, and friendly hospitality are the most sought after qualities in a candidate.

RESPONSIBILITIES

- Pick up/drop off Faculty, Artists, Interns and Students from airports, train and bus stations.
- Perform all driver runs as directed by the Producing Director
- Drop off mail and express packages in the afternoon.
- Drive students/interns to scheduled laundry runs and social excursions.
- Provide on-site transportation for patrons requiring assistance.
- Maintain the cleanliness, appearance, and stock of car supplies in all Pillow vehicles.
- Complete log of all trips taken and return any receipts acquired to Producing Director.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- Strong interpersonal communication and experience working in customer service.
- Navigation skills including map reading and usage of GPS systems.
- Punctuality, discretion, and detail-oriented.
- Ability to drive manual transmission vehicles is a plus, but not necessary.
- Driving long distances in a variety of vehicles including a 12 passenger van.
- Valid driver's license.
- Clean driving record.
- Willingness to drive back and forth to NYC.

SCHEDULE

Hours vary and are mutually agreed upon by Producing Director and Driver.

TO APPLY



National Medal of Arts | National Historic Landmark

Please email cover letter and resume to hr@jacobspillow.org, with "Driver" in the subject line.

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

ABOUT JACOB'S PILLOW

Jacob's Pillow is committed to providing an inclusive, diverse, accessible, and equitable environment that cultivates the celebration of the art of dance and its positive impact on communities. Jacob's Pillow's mission is to support dance creation, presentation, education, and preservation; and to engage and deepen public appreciation and support for dance. Organization-wide values include inclusion, leadership, integrity, flexibility, partnership, and sustainability. Learn more about Jacob's Pillow, its mission statement, and its values [here](#).

Jacob's Pillow is a registered 501(c)(3) not for profit organization that 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.

Jacob's Pillow is a National Historic Landmark, recipient of the National Medal of Arts, and home to America's longest-running international dance festival, currently in the midst of its transition to becoming a year-round center for dance through a five-year strategic plan titled Vision '22. Each Festival includes more than 50 national and international dance companies and over 500 free and ticketed performances, talks, tours, classes, exhibits, events, and community programs. The School at Jacob's Pillow is one of the field's most prestigious professional dance training centers. The Pillow provides professional advancement opportunities across disciplines of arts administration, design, video, and production through seasonal internships and a year-round Administrative Fellows program. With growing community engagement programs, the Pillow serves as a partner and active citizen in its local community. The Pillow's extensive Archives, open year-round to the public and online at danceinteractive.jacobspillow.org, chronicle more than a century of dance in photographs, programs, books, costumes, audiotapes, and videos.