

TITLE: Health Care Coordinator
STATUS: Independent Contractor: Seasonal June 1-September 4
REPORTS TO: Producing Director
DEPARTMENT: Company Management
WORKS WITH: Company Management team and The School team to ensure care for all visiting artists, students, faculty, interns, fellows, staff, etc.

Jacob's Pillow seeks a **Health Care Coordinator** to join the Company Management Department and work closely with/report directly to the Producing Director. This position is charged with coordinating health care for interns, dancers and faculty of The School, artists from visiting companies, and serve as a resource to staff, as well as coordinating services of EMTs who are hired during performance times and HSS physical therapists who work onsite weekly. The Coordinator also maintains the campus health office, interfaces with area health care professionals to secure services, and provides direct care to campus constituents within their range of expertise and licensing.

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, 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

Manage Health Office:

- Prepare and maintain the health office for use including determining and maintaining an inventory of supplies and necessary equipment.
- Monitoring Health Office Budget
- Collecting, organizing, and maintaining health records and notes in accordance with all laws.
- Communicating health updates to Pillow staff when necessary.
- Work with staff on developing emergency procedures for health care.

Provide Care:

- Depending on licenses and certifications held, provide onsite bodywork care.
- Spend time in studio and places where staff are operating to assess preventative care and provide implementation guidance to staff.
- Serve as a sounding board for all residents and employees of the Pillow and work with appropriate department to address scenarios requiring their attention.
- Administer first aid.

- Aid in emergency response.

Coordinate Care:

- When the care required by an individual requires outside services, work with the person in need, the department they are affiliated, local professionals who can provide support; assist in scheduling appointments and contacting insurance companies as appropriate; and connect with company management should transportation be required.
- Vet area professionals, develop relationships, and maintain communication with them to ensure speedy and responsive care whether it take place off-site or at the Pillow.
- Aid Company Management to schedule appropriate care and coordinate insurance requirements.
- Coordinate physical therapy appointments, including those provided by Hospital for Special Surgery Thursday -Saturday.
- Coordinate scheduling and orientation for EMT professionals hired for evening and weekend shifts.

REQUIRED QUALIFICATIONS

- Bachelor's Degree.
- Certified athletic trainer, physical therapist, or higher credential.
- Carry malpractice insurance.
- CPR and First Aid Certification.
- Able to communicate with clarity, patience and friendliness particularly during an emergency.
- Frequently moves objects weighing up to 25 pounds across campus. Exposed to outdoor conditions. Must be able to remain in a stationary position 50% of the time.

DESIRED QUALIFICATIONS

- Experience working with professional dancers, gymnasts, figure skaters, and/or athletes.
- Experience in the mental health sector.
- Certifications in physical therapy, massage therapy, acupuncture, pilates, gyrotomics, etc.
- Knowledge of Berkshire County health care professionals.

SCHEDULE

Staff at Jacob's Pillow are required to work six days a week June-September during the Festival.

TO APPLY

Please email cover letter and resume to hr@jacobspillow.org, with "Health Care Coordinator" 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.