

TITLE: **INSIDE/OUT PRODUCTION COORDINATOR APPRENTICE**
STATUS: Seasonal; Full-Time May 4, 2020 through September 5, 2020
PAY: \$400/week +Room and Board
REPORTS TO: Production & Rentals Manager
DEPARTMENT: Production
WORKS WITH: Festival staff, production interns, visiting company members

The **INSIDE/OUT PRODUCTION COORDINATOR APPRENTICE** is a member of the Production Department and reports directly to the Director of Technical Production. The Inside/Out Production Coordinator Apprentice is expected to be able to function independently on projects under his or her direct supervision as well as maintain a safe and healthy work environment, and coordinate technical resources related to the production of festival performances and special events.

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 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, 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

- Work with Inside/Out artists and companies to ensure the best sound reinforcement within budgetary limits
- Oversee configuration of the production space and audio system at the Marsha and Seymour Simon Performance Space
- Supervise any use of live music for the Inside/Out performance spaces.
- Assist in the oversight of the daily maintenance of a clean and safe environment for the Marsha and Seymour Simon Performance Space, studios and dressing rooms.
- Assist with the openings, changeovers and closings of all performance spaces, studios, exhibition spaces and temporary tents.
- Assist with workshops in Technical Production
- Assist the Sound/Video Supervisor in setting and maintaining studio/performance audio and video systems.
- Assist with the coordination and execution of Community Day with the Director of Technical Production, Associate Producer, Company Management interns, and Community Engagement
- Contacting artists' production staff regarding specific needs; maintaining early and constant communication with the Director of Technical Production regarding coordination of Inside/Out artists'

requirements and festival resources.

- Maintain early and constant communication with the Director of Technical Production, Director of Education, Education Interns and Faculty regarding festival resources related to the school's participation in the Inside/Out performance series and additional performances.
- Train production interns in their specific duties and offer advice and guidance in the completion of assigned tasks
- Under the general direction of the Director of Technical Production, assist in emergency response for campus residents and patrons in case of emergency or extreme weather.
- Complete in-house Adult/Child CPR and First Aid Training (provided to all seasonal staff prior to Festival)
- Mentor and train Production interns in sound, stage management, and production coordination
- Other duties as assigned

REQUIRED QUALIFICATIONS

- Previous experience including college degree in theatre or minimum of 4 years of related experience in stage management
- Familiarity with and knowledge of theatrical sound equipment
- Strong attention to detail and proactive monitoring of processes with excellent communication skills.
- Strong critical thinking, problem solving, and organizational skills.
- Ability to multi-task, work under a deadline, and work flexible hours.
- Valid driver's license.

TO APPLY

Send cover letter, resume, and references to Vincent Vigilante, vvigilante@jacobspillow.org, with "Inside/Out Production Coordinator Apprentice" in the subject line.

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

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.