

TITLE: SOUND & VIDEO APPRENTICE
STATUS: Seasonal; Full-Time May 4, 2020 through September 5, 2020
PAY: \$400/Week +Room and Board
REPORTS TO: Sound & Video Supervisor
DEPARTMENT: Production
WORKS WITH: Festival staff, production interns, visiting company members

The **SOUND & VIDEO APPRENTICE** is a member of the Production Department and reports directly to the Sound & Video Supervisor. The Sound & Video Apprentice is expected to be able to function independently on projects under his or her direct supervision as well as assist the Sound & Video Supervisor in the day-to-day operations of the Sound & Video Department, maintain a safe and healthy work environment, and assist with coordination of audio and video 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

- Assisting with coordination of audio and video resources related to the production of festival performances and special events
- Assisting with the season openings and closings of all performance spaces, studios, exhibition spaces and temporary tents
- Assisting with oversight of configuration of audio systems throughout the campus
- Providing adequate notice to Production Managers of any specific needs for all crew calls, including load-ins, load-outs, extended rehearsals or performance calls, notes, and changeovers
- Creating and maintaining all necessary paperwork
- Assisting with the seasonal opening and closing of the Festival's performance spaces, studios, exhibition spaces, and temporary tents
- Working with visiting artists and companies to ensure the best sound reinforcement possible within budgetary constraints
- Assist the Sound & Video Supervisor with Gala Performance
- Assisting with maintenance and minor repairs to all audio equipment
- Under the general direction of the Director of Technical Production, assisting with coordination of emergency response for staff and patrons in the event of an emergency or extreme weather

- Completion of Adult/Child CPR and First Aid Training (provided to all seasonal staff prior to Festival)
- Train Production interns in sound, video, and theater production
- Other duties as assigned

REQUIRED QUALIFICATIONS

- Previous experience including college degree in theatre or minimum of 4 years of related experience in theatrical sound and video
- Familiarity with and knowledge of theatrical sound and video 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 "Sound and Video 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.