

MAINTENANCE AND FACILITIES ASSOCIATE- Full Time Year Round

Position Summary

Jacob's Pillow seeks a Maintenance Associate to join the Facilities Department, reporting to the Director of Facilities. Responsibilities include maintaining buildings and grounds in a safe and attractive fashion year-round. Responsible for applying basic fixes to equipment and building systems and ensuring facilities are clean and orderly. A detailed schedule will be provided.

Responsibilities

- Maintain inventory of custodial supplies and inform Facilities Director
- Perform minor fixes such as repairing broken locks
- Check control panels and electrical wiring to identify issues
- Carpentry and painting projects
- Light plumbing and electrical work
- Assist with snow and ice removal in winter months
- Assist with winterizing cabins
- Assist with housekeeping tasks as necessary
- Clean and restock restrooms
- Empty trash and recycling bins
- Sweep, vacuum, and spot-clean public spaces, studios, and theater spaces

Required Qualifications

- Experience working in a fast-paced environment
- Experience producing outstanding results independently and with a team
- Must be available to work nights, weekends, and holidays

Skills & Qualities

- Possess excellent customer service skills
- Demonstrates outstanding attention to detail
- Demonstrates exceptional oral communication skills by conveying information effectively
- Utilizes effective time-management skills

TO APPLY

Please email cover letter, resume, and references to hr@jacobspillow.org, with "Maintenance and Facilities Associate" in the subject line.

All inquiries and materials will be confidential. Please do not mail hard copies. No phone calls, please.

COVID-19 Information

Jacob's Pillow is observing COVID-19 protocols to ensure the safety of all employees who plan to work during Festival 2021. Protocols will address those who will reside on campus in all aspects of Pillow lifestyle including food, accommodations, travel logistics, health care, and workplace standards. Accepting employment at Jacob's Pillow this summer will require a commitment to maintaining social

distancing, masking, and testing practices on an ongoing basis for the duration of the term and require employees to uphold the values of a community agreement that recognizes safety as top priority in both the decisions made in the workplace and each person's daily life. This protocol will evolve due to changing conditions, and is subject to change in accordance with local laws and regulations and medical direction.

If you are considered for the position, we will ask that you reserve at least 7 days prior to your employment start date to begin quarantining. If you must travel to the Pillow by air, train, or bus we will discuss a specific plan with you.

ABOUT JACOB'S PILLOW

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 chronicle more than a century of dance in photographs, programs, books, costumes, audiotapes, and videos.

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.

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.