



Jacob's Pillow Store - Sales Associates

Seasonal Full Time (June-August)

Jacob's Pillow Store - Sales Associates will perform duties surrounding the operation of the on-site gift shop at Jacob's Pillow Dance Festival. Tasks include, but are not limited to, opening and closing procedures, operating cash register, restocking and maintaining the sales floor, and customer service.

RESPONSIBILITIES

- Opening and closing procedures
- Operating POS system and cash register
- Restocking and maintaining the sales floor
- Development of product knowledge and institutional knowledge
- Assist and advise patrons inquires accurately and efficiently
- Pre-season set-up; post-season clean-up/inventory

QUALIFICATIONS

- Strong interpersonal and communication skills
- Strong customer service skills
- Must be able to work flexible shift hours (days, evenings, weekends, and holidays)
- Ability to stand for several hour
- Ability to lift up to 15 lbs.
- Retail experience preferred, but not required
- Pass Background Screening

SCHEDULE

We are looking for Sales Associates to cover the following hours; applicants can share their availability: Wednesday through Saturday 11am - 8pm, Sunday 11am-4pm.

TO APPLY

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

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. 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. This protocol will evolve due to changing conditions, and is subject to change in accordance with local laws and regulations and medical direction.

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.