

Jacob's Pillow seeks a Full Time **Community Engagement Programs Manager** to work closely with the Director of Community Engagement to plan, organize, and implement the Pillow's year-round Community Engagement Programs.

This role supports the evolving programs of the Community Engagement department to connect with communities through movement and shared arts experiences. With a particular focus on deep and sustained relationship building, access and equity through multiple entry points, and IDEA (Inclusion, Diversity, Equity, Access) practices, the department provides a wide variety of participatory and creative programming that educates and connects communities through dance, often in service of movement as a tool for community building. The Community Engagement Programs Manager is responsible for helping ensure the smooth functioning of the department's programs and activities and functioning as an interdepartmental liaison.

The ideal individual possesses initiative, a collaborative and service-oriented spirit, excellent administrative skills, including strong written and verbal communication, to engage with a wide-range of diverse contacts in ways that foster relevance and trust, including youth and service organizations, dance studios, and K-12 students and classroom teachers. Success in this role requires someone who is imaginative, highly motivated, with demonstrated experience as a community building and collaborative professional. Familiarity with the needs of a fast-paced environment, and/or the Berkshire community are a plus.

COVID vaccination is required as a condition of employment.

Fully vaccinated for COVID-19 is more than 2 weeks after having received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or more than 2 weeks after having received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).

Responsibilities:

- Plan and manage on-site and virtual public classes, workshops, and Day at the Pillow Programs
- Maintain and evolve department database (Tessitura); oversee data, pull mailing lists for targeted communication, etc.
- Manage expense and income tracking for department budget
- Steward and facilitate community dance experiences for diverse populations both on and off-site, including but not limited to: event registration and data collection, community meetings, note-taking, volunteer oversight, meal planning, and transportation support.
- Act as department representative for organization-wide logistics and protocol compliance, including liability and media release waivers, and as applicable, Covid protocols.
- Coordinate logistics related to the Jacob's Pillow Curriculum in Motion Residency Program, College Partner Program, and Dance Education Laboratory
- Liaison with Marketing to strategize and promote Community Engagement Program initiatives and public events, oversee public listservs for community engagement programming
- Assist with copywriting and proofreading of all promotional materials across multiple platforms (print and online materials including emails, brochures, and social media)
 - Coordinate Spanish translation services for promotional and programmatic needs
- Liaison with Patron Services and Box Office to manage and track ticket distribution and

- purchases connected to year-round programs
- Liaison with Production and Company Management for facility and artist needs
- Manage department's archiving of program documentation and assessment and maintain department handbook
- Assist in processing contracts and paperwork for artists
- Supervise, train, and mentor two Festival interns
- Organize and maintain department calendar, files, records, and participant tracking
- Manage department tour schedule and give public tours
- Duties and special research projects as assigned, including assisting in the development, implementation, and management of systems for new community programs, including but not limited to outreach & recruitment, registration, transportation support, event planning, meals coordination, stipend tracking, documentation

Required Qualifications:

- Bachelor's Degree in a related field (performing arts administration, community organizing, and/or education) preferred or equivalent of education and experience.
- 2-3 years of performing arts administration, not-for-profit, project management, community outreach, youth development, teaching and/or artist development experience
- Experience and/or appetite for managing institutional database
- Strong community engagement and facilitation skills, a strategic thinker; a community builder and collaborative professional
- Strong organizational skills, fastidious attention to detail, and the ability to multitask
- Ability to thrive in a fluid, grassroots environment
- Passion for arts access and social justice principles
- Strong interpersonal skills in email correspondence, phone communication, and in-person situations with colleagues and external partners
- Ability to listen and respond respectfully to community needs and interests
- Demonstrated success in building and maintaining relationships with diverse communities across difference and with diverse stakeholders
- Ability to serve as a representative of Jacob's Pillow in multiple settings
- Ability to adjust schedule to work weekends and evenings; the Festival schedule requires a 6-day work-week
- Ability to work well under pressure, with excellent strategic-thinking and problem-solving skills

Preferred Qualifications:

- Experience with Zoom meeting and webinars
- Experience managing social media accounts through storytelling, such as Facebook and Instagram
- Passion for/skills in community engagement and community development
- Knowledge of/interest in dance, dance education, and dance teaching practices a plus

Please email cover letter, resume and three (3) references to HR@jacobspillow.org with "Community Engagement Programs Manager" in the subject line.

COVID-19 Information

Jacob's Pillow is observing COVID-19 protocols to ensure the safety of all employees. 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, 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, which chronicles 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.

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