

## Position Description

**TITLE:** Company Manager  
**STATUS:** Full-Time, Year-Round  
**REPORTS TO:** Producing Director  
**DEPARTMENT:** Company Management

Jacob's Pillow seeks a **Company Manager** to join the Company Management department and work closely with/report directly to the Producing Director. The Company Manager oversees all logistics for advancing any guest who is visiting the Pillow including dance companies, faculty, dancers of The School, scholars, seasonal staff, and special guests. This includes oversight of all transportation arrangements, visa processing and status, booking housing onsite and offsite, meal coordination with the Stone Dining Room, arranging complimentary tickets, and liaising with the Health Care Coordinator to support wellness for all guests. The Company Manager will help realize the logistical requirements for all events associated with performance programming at the Pillow.

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

- Advance logistics of Festival artists, Pillow Lab residencies, Pop-Up Performances, and other non-Festival related performances and programming.
- Arrange logistical needs of artists involved in special events and parties including Pillow Parties.
- Liaise with The School to advance logistics for The School faculty and participants.
- Liaise with Community Engagement to advance logistics for all of their guests.
- Liaise with the Archives to advance logistics for scholars, research fellows, and special guests.
- Liaise with the appropriate department to provide arrival logistics for incoming staff and interns, for whom housing is provided.
- Manage calendar and booking of 120 rooms onsite; liaise with facilities to ensure housekeeping is on schedule and facilities are prepared. When rooms are not available onsite, arrange for offsite housing as approved by the Associate Producer.
- Support driver hiring, and manage the booking and scheduling of all transportation and Pillow vehicles.
- Provide feedback and weekly numbers to the Stone Dining Room staff.
- Work with Health Care Coordinator to ensure support for all visitors with regard to wellness and coordinate transportation as needed to area services.
- Work with a visa consultant as directed to ensure all visas are processed on a timely basis. Serve as the SEVIS representative to process dancers of The School's visa paperwork.
- Arrange catering for Pillow convenings and help plan logistics, especially as it relates to hospitality (housing, food, transport, etc).
- Assist with contract drafting and process all necessary paperwork for artists.
- Coordinate the production of informational materials for artists, faculty, interns, staff, and dancers of The School.

- On-Call for campus emergencies in collaboration with other team members.
- Aid in processing payments, receipts, and budget monitoring for the department.

### **REQUIRED QUALIFICATIONS**

- Bachelor's degree, or equivalent
- Three years of administrative experience and/or experience with artists' services, preferably in a cultural institution
- Strong attention to detail and excellent interpersonal skills
- Willingness to be helpful and adjust priorities at a moment's notice
- Willingness to respond to needs outside of office hours
- Demonstrated proficiency with standard office software applications and customer and/or fundraising databases

### **SKILLS & QUALITIES**

- Aptitude for problem-solving
- Flexibility
- Ability to work independently and exercise judgment
- This position engages with a wide variety of artists; cultural competency and language skills are a plus
- Event coordination and/or catering, restaurant experience is a plus
- A positive attitude in the face of multi-tasking and a busy schedule
- Some physical labor is required

### **TO APPLY**

Please email cover letter, resume, and references to [hr@jacobspillow.org](mailto:hr@jacobspillow.org) with "Company Manager" in the subject line.

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### **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.

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.

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.