

The Housekeeper & Hospitality Coordinator facilitates the cleaning, stocking, and hospitality services for 120 guest rooms, office spaces, public restrooms, studios, etc. on the Jacob's Pillow campus. Additionally, this role will aid the Company Management team in planning and executing light catering services for artists, staff, and other campus events.

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

- Assist Company Manager with the coordination and execution of serving all onsite guests year-round, including but not limited to Pillow Lab residencies, Festival artists, dancers and faculty of The School, Community Engagement guests, scholars, staff, and interns
- Clean or schedule the cleaning services for accommodations, all public restrooms, office spaces, studios, etc.
- Managing stock and reordering all household and cleaning supplies
- Light grocery shopping for guests or arranging catering services
- Laundering or scheduling laundry services with vendor for all linens
- Liaise with facilities department to request repairs, supplies, maintenance, and trash removal
- Liaise with company management on the schedule of all accommodations and special needs
- Manage key inventory for accommodations
- Manage inventory of all household and office furniture and budget/plan for annual replacements as needed
- Participate in call rotation to answer guests' needs outside of office hours
- Provide event support when needed
- Aid in the general upkeep of the Pillow campus (see a need and either fill it, budget for it, ask for help fixing it, etc.)

REQUIRED QUALIFICATIONS

- One or more years' experience in the hotel industry, cleaning services, or related
- Strong attention to detail and excellent interpersonal skills
- Basic computer skills (Google Suite)
- Demonstrated appreciation of and commitment to cultural competency principles of inclusion, diversity, equity and accessibility
- Willingness to be helpful and adjust priorities at a moment's notice
- Willingness to respond to needs outside of office hours
- Valid Driver's License

- Background screening

PREFERRED QUALIFICATIONS

- Event coordination, catering, restaurant, hotel experience

SKILLS & QUALITIES

- Keen attention to detail, ability to anticipate complications and solve problems efficiently
- Organized and detail-oriented, with the ability to work independently and on a team
- Able to frequently move objects weighing up to 25 pounds across campus, in all weather

TO APPLY

Please email cover letter, resume, and contact information for three references to hr@jacobspillow.org, with “Housekeeper & Hospitality Coordinator” in the subject line.

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.