

TITLE: Business Administration Fellow
STATUS: Full-Time Fellowship (October 3, 2022–September 2, 2023)
REPORTS TO: Deputy Director
WORKS WITH: All Supervisors, Directors, Consultants, Business Office Staff, Marketing Department and Interns

The **Business Administration Fellow** provides general support as needed to the Deputy Director and operations management team year-round. The Business Administration Fellow works with the Deputy Director and Director of Human Resources as the Intern Program Coordinator to administer the 2023 Festival internship program from recruitment and selection process to orientation and curriculum. Responsible for all timelines and activity related to the intern program.

RESPONSIBILITIES

Intern Program Coordinator

- Review and synthesize all 2022 Festival Intern Evaluations to inform the design of the 2023 Festival Intern Program.
- Serve as point person for Festival Intern Alum, assisting with Alumni relations and mentorship opportunities as appropriate.
- Work with the Marketing and Human Resources Departments to create a robust recruitment plan that involves face to face meetings with college career services departments and efforts to broaden our applicant pool.
- Work with Deputy Director to develop and manage the Intern Program budget.
- Manage the application and acceptance process for the intern program in coordination with Human Resources and all Intern Supervisors.
- Develop the Festival intern acceptance and welcome packets in partnership with the Human Resources, Marketing Department and Company Management Fellow.
- Support the Education Administrative Assistant in outlining and managing the UMASS College Credit Process for the upcoming year.
- Oversee the development and implementation of all Intern specific programming including orientation, dine and discover, talks with artists, training, seminars and social gatherings on and off campus.
- Oversee all Intern review points and prepare Intern Completion Certificates.
- Create a program for academic year interns to include training and other professional development and social opportunities.
- All administrative aspects of the program.
- Serve as an on-site support advisor for all interns

Assistant to the Deputy Director

- Provide general support as needed to the Deputy Director and reporting departments (Finance, Human Resources, Facilities, Systems) for ongoing projects and workplans, as well as the Pillow Store
- Assist with preparation of materials for Board of Trustees meetings as needed
- Schedule related events and meetings
- Write, organize and maintain selective correspondence.
- Coordinate all logistical needs for meetings and events on behalf of the Deputy Director, as needed.

- Provide assistance with expense tracking, submission of receipts, and travel reimbursements for Deputy Director.
- Oversee logistics for and preparation of all pre-Festival Orientations, mid-Festival check-ins and post-Festival debriefings.
- Assist with providing coverage for the main Administration reception area and Office Administrator duties as needed
- Duties and special projects as assigned

QUALIFICATIONS

- Candidates must have a knowledge and understanding of business administration and familiarity with Jacob's Pillow. Candidates must have strong written and verbal communication skills, strong customer service skills and be a proactive problem-solver. Candidates must be able to meet deadlines in a fast-paced, quickly changing environment.
- Candidate must have experience with database technology. Candidate must have project management experience and have the ability to work both collaboratively and independently.
- A baccalaureate degree or the equivalent of experiential practice as a dance professional with arts administration experience preferred. Experience working in Tessitura, Google Suite and Zoom is preferred. Sense of humor is a must.

FELLOWS RECEIVE

- \$600 weekly stipend paid bi-weekly
- Opportunities to attend In Process showings at the Pillow Lab, *Jacob's Pillow Curriculum in Motion*® residencies, and performances presented in association with our affiliated partners such as MASS MoCA and The Mahaiwe are available October through May; with full immersion in Festival events, including seeing performances, available June through August.
- Free, private bedroom in shared housing on site during the Fellowship period.
- Meals included during the pre-Festival and Festival periods of mid-May through August
- 40 Hours Sick Time
- 10 days flex time (sick, vacation, or personal Holiday) to be scheduled with advance approval and not taken consecutively between October and April.
- Jacob's Pillow also observes the following Holidays during the Fellowship calendar:
 - Indigenous Peoples' Day
 - Thanksgiving Holiday - Wednesday before and Friday after Thanksgiving
 - Holiday Break - Christmas Eve through New Year's Day
 - Martin Luther King Day
 - Presidents Day
 - Memorial Day
 - Please note: Juneteenth and Independence Day occur during the Festival and may result in a workday depending on the final calendar and plans.

Fellows are required to have a car October to June.

SCHEDULE

October-May a five day work week will be observed. Staff at Jacob's Pillow are required to work six days a week June-September during the Festival.

TO APPLY

Please email cover letter, resume, and contact information for three references to hr@jacobspillow.org, with "**Business Administration Fellow**" in the subject line.

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

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.