

<b>TITLE:</b>	Community Engagement Fellow
<b>STATUS:</b>	Full-Time Fellowship (October 3, 2022–September 2, 2023)
<b>REPORTS TO:</b>	Director of Community Engagement
<b>DEPARTMENT:</b>	Community Engagement
<b>WORKS WITH:</b>	Community Engagement Manager, Community Engagement Interns (2), Artists, community partners, participants, and volunteers
<b>SUPERVISES:</b>	Volunteers

The **Community Engagement Fellow** works closely with the Director of Community Engagement and the Community Engagement Programs Manager to plan, organize, and implement the Pillow's year-round programs throughout Berkshire County. With a particular focus on access and equity to the arts, the department offers a wide variety of programming that connects community through dance. The Fellow is responsible for supporting administrative logistics, and helping ensure the smooth functioning of the department's programs and activities. The Fellow can expect to interact with community members across many sectors, including community organizers, dance class participants, volunteers, artists, and community groups, including dance studios, K-12 classroom teachers, youth organizations, and groups with specific needs and interests.

Responsibilities are largely administrative and include supporting logistics within the department for artists and community members, database research and record maintenance, internet research projects, leading public tours, supporting visits for community groups, assisting with special events as needed, and other projects and duties to be determined that support the evolving needs of the department. Additional administrative duties include scheduling, managing the department's calendar of events, participant and residency data collection and reporting, assisting in writing copy and summaries of programs that are distributed to partner stakeholders and Pillow staff, and promotion of programming through phone calls and online postings.

## RESPONSIBILITIES

- Coordinate department scheduling, including community tabling opportunities and related material and staffing needs year-round
- Support logistics for virtual and on-site dance education programs
- Coordinate logistics for the College Partnership Program Day at the Pillow Visits.
- Act as the primary documenter for department meetings, programs, and forums as assigned
- Monitor upkeep and maintenance of studios/facilities/community engagement resources as they relate to programs
- Maintain Welcome Center displays throughout the summer festival
- Assist with department expenses and income, including receipt tracking and coding, artist fees, and income reports
- Coordinate correspondence for program partners (including participants, artists, and community stakeholders)
- Oversee the Community Engagement Programs participant tracking and reporting on qualitative and quantitative data
- Assist with the following:
  - Data entry and upkeep in organizational database (Tessitura).
  - Coordinate operating logistics for public classes and workshops, including studio needs, online and phone pre-registration, income reports, participant tracking, and correspondence.
  - Development of program protocols for department Redbook.
  - Support coordination of Jacob's Pillow Curriculum in Motion Residencies, Community

- Residencies, and other non-festival related performances, as assigned.
- Support special projects, such as Community Day planning, including studio site visits and evaluating artists to teach and perform.
- Assist with copywriting and proofreading of promotional materials, including program emails and website copy.
- Facilitate campus visits and tours
- Oversee tabling opportunities throughout the community.
- Duties and special projects as assigned.
- Participate in training sessions to effectively gain the broad spectrum of skill sets required to effectively and successfully implement Community Engagement Programs.

## QUALIFICATIONS

- A demonstrated interest in community engagement and dance education initiatives, with an appetite for administrative, detail-oriented tasks.
- Excellent interpersonal, organizational, public speaking, and community relations skills are a must.
- This position engages with a wide variety of public; cultural competency, friendly nature, and language skills are a plus.
- Strong administrative skills supporting database records, email correspondence, phone communication, and in-person situations with colleagues and external partners .

## SKILLS & QUALITIES

- Ability to troubleshoot technology issues with Zoom, basic cameras, and basic sound systems.
- Ability to multi-task and problem-solve, with a positive attitude.
- Ability to adjust schedule to work evenings and weekends; some physical labor is essential.
- Candidates should be organized and detail-oriented, with the ability to work independently and on a team.
- Ability to thrive in a fluid, grassroots environment.
- Community organizer, resident assistant, camp counselor, or experiences of the like are a plus.
- Event coordination, catering, restaurant, or hotel experience is a plus.
- This position engages with a wide variety of public; cultural competency, advocacy towards inclusion, diversity, equity, and accessibility, and language skills are a plus.
- Demonstrated interest in community engagement and dance education initiative are encouraged.
- Quick technology study is a plus.

## 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.

## **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. Please note that some work will require weekends or evenings from October to May.

**Please note:** Given the remote and rural setting of Jacob's Pillow, fellows are strongly encouraged to have a car from October to June.

## **TO APPLY**

Please email cover letter, resume and contact information for three references to [hr@jacobspillow.org](mailto:hr@jacobspillow.org) with **"Community Engagement Fellow"** in the subject line.

***All inquiries and materials will be confidential. Please do not mail hard copies.***

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## **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](http://danceinteractive.jacobspillow.org), chronicle more than a century of dance in photographs, programs, books, costumes, audiotapes, and videos.