

<b>TITLE:</b>	Company Management Fellow
<b>STATUS:</b>	Full-Time Fellowship (October 3, 2022–September 2, 2023)
<b>REPORTS TO:</b>	Producing Director
<b>DEPARTMENT:</b>	Company Management
<b>WORKS WITH:</b>	Artists, students, faculty, special guests, facilities team, housekeeper

The **Company Management Fellow** acts as an assistant to the Producing Director & Associate Producer, this role will be the primary onsite Company Management representative that coordinates accommodations, cleaning, food, hospitality, transportation, supplies, and greets guests. This role will be required to live on campus and be available on an on call basis to respond to real time needs of guests.

## RESPONSIBILITIES

- Assist 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. The services the Company Management team provides to these groups includes but is not limited to visas, transportation, accommodations (both onsite and offsite), food, hospitality, health care services, scheduling of studios, catering, organizing and executing events.
- Aid and coordinate all aspects of the onsite accommodation calendar liaising with housekeeping.
- Aid and coordinate part-time drivers schedules and the vehicle schedule
- Serve as an on call contact for campus emergencies when necessary
- Coordinate intern/seasonal staff arrival, onsite hospitality, and departure logistics
- Coordinate health care services with health office and offsite practitioners, vendors.
- Coordinate departmental payment requests, process receipts and track expenses
- Serve as a team member for event support when needed

## REQUIRED QUALIFICATIONS

- Strong attention to detail and excellent interpersonal skills is a must.
- This position engages with a wide variety of artists; cultural competency is a must.
- 1-2 years of administrative, event support, hospitality, or artist services experience.
- Willingness to be helpful and adjust priorities in a moment's notice.
- Willingness to respond to needs outside of office hours.

## PREFERRED QUALIFICATIONS

- Language skills are a plus.
- Event coordination, catering, restaurant, hotel experience is a plus.

## SKILLS & QUALITIES

- Keen attention to detail, ability to anticipate complications, then problem solve efficiently.
- Excellent interpersonal skills; this position engages with a wide variety of artists and cultures.
- Candidates should be organized and detail-oriented, with the ability to work independently and on a team.
- Frequently moves objects weighing up to 25 pounds across campus. Exposed to outdoor conditions.

Must be able to remain in a stationary position 50% of the time.

## 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. This role is required to be available nights and weekends on an as needed basis as well as available on demand for last minute guest needs. 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](mailto:hr@jacobspillow.org), with "**Company Management Fellow**" in the subject line.

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

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