

TITLE: Assistant to the Director and Board Liaison
STATUS: Full-time, Year-round
REPORTS TO: Executive and Artistic Director
DEPARTMENT: Executive
WORKS WITH: Deputy Director, Producing Director, Department Directors, Office Administrator and Board of Trustees

COMPENSATION: \$55,000 - \$60,000 per year

SCHEDULE: From September 1st to May 1st is 9 to 5 pm with occasional evening or weekend meetings and events. Remote work is possible during off-season. From June 1st to Aug 30th, onsite work is required daily, with a 6-day work week.

BENEFITS: Health and dental insurance, FSA, 403B matching contribution, paid time off, life insurance, short- and long-term disability, Employee Assistance Program and housing options might be available.

SUMMER ONLY: three meals a day, free access to classes, shows, talks, and studio usage.

Jacob's Pillow seeks an Executive Assistant to support the Director in coordinating schedules, travel, logistics, hospitality, and special events on her behalf and in conjunction with other leadership staff. In addition, acts as the board liaison, sends all board-related communications and organizes board and committee meetings, records, and events, working closely with the Deputy Director and Chief Philanthropy Officer. This position offers the unique opportunity to take on special assignments and expand your skill set.

RESPONSIBILITIES

Assistant to the Director

- Coordinate the Director's calendar and travel arrangements.
- Organize and maintain the Director's files.
- Write, organize, and maintain correspondence - personally and on behalf of others.
- Coordinate meetings and events on behalf of the Director.
- Help maintain the organization's Central Calendar and other organizational planning calendars.
- Scribe for department head meetings
- Provide hospitality for Director's guests.
- Provide assistance with expense tracking, submission of receipts, and travel reimbursements for the Director.
- Assist with logistics for, and preparation of organization-wide meetings, orientation, and events as needed.
- Duties and special projects as assigned.

Board Liaison:

- Manage logistics for all Board and Committee meetings, act as the point of contact for Board members for administrative questions, and communicating to Directors, department heads, and philanthropic engagement staff on a regular basis.
- Develop ways to build community among Board members and between Board and staff.
- Scribe for all Board meetings and Board committee meetings
- Manage and maintain Board files, contact updates in all databases, and Board manual.
- Prepare routine Board communications and updates including Board Digest.
- Assist with event coordination as it relates to the Board of Trustees.
- Process Board ticket orders as needed.

PREFERRED QUALIFICATIONS

Candidates with alternative professional experiences and qualifications equivalent to those listed below are encouraged to apply.

- Bachelor's degree, or equivalent
- Two years of administrative experience and concise writing skills
- Demonstrated proficiency with standard office equipment and electronic meeting technology, software applications and customer and/or fundraising databases.
- Proficiency in Google Suite (including Gmail, Google Sheets, Google Calendar, Google Docs & Google Slides).
- Experience in working in cultural institution.
- Knowledge and interest in dance.

SKILLS & QUALITIES

- Strong attention to detail and excellent interpersonal skills
- Willingness to be helpful and adjust priorities in a moment's notice.

WORKING CONDITIONS/PHYSICAL DEMANDS

- Office setting: including sitting, standing, walking, and bending.
- Frequent interruptions

TO APPLY

Please visit jacobspillow.org/employment to complete your application online. You will be prompted to upload a cover letter, resume, and references. All inquiries and materials will be confidential. Please do not submit your application by email or hard copy.

COVID-19 INFORMATION

Full COVID-19 vaccination is required as a condition of employment for all staff, interns, and fellows. As of January 1, 2023, Jacob's Pillow considers a person to be fully vaccinated for COVID-19 more than 2 weeks after having received a second booster shot, following a 2-dose series of a vaccine accepted by the World Health Organization. Please visit jacobspillow.org/health for more details on vaccines and our COVID policies for staff, artists, and audiences.



ABOUT JACOB'S PILLOW

Jacob's Pillow, a National Historic Landmark and recipient of the National Medal of Arts, is a year-round center for dance and home to America's longest-running international dance festival located in the beautiful Berkshires of Western Massachusetts. The Pillow encompasses the world-renowned international Jacob's Pillow Dance Festival, presenting more than 50 dance companies and over 350 events each summer; The School at Jacob's Pillow, one of the most prestigious professional dance training centers in the U.S.; the Pillow Lab, a residency program that supports new choreography; growing Community Engagement programs that serve local school children, artists, and community members alike; rare and extensive dance Archives, open to the public and available online at danceinteractive.jacobspillow.org, which chronicle more than a century of dance through photographs, videos of performances and talks with artists, costumes, and scholarly essays; and Apprenticeships, a Fellows Program, and an Internship Program that provide professional advancement and training opportunities.

It is with gratitude and humility that Jacob's Pillow acknowledges that it rests on the ancestral homelands of the Muh-he-con-ne-ok or Mohican people, who are the Indigenous peoples of this land. Despite tremendous hardship in being forced from here, today, their community resides in Wisconsin and is known as the Stockbridge-Munsee Community. We pay honor and respect to their ancestors past and present as we commit to building a more inclusive and equitable space for all.

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 and an equal opportunity employer. Jacob's Pillow 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.