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Jennifer Dayton's Goldberg Journal January 2014

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Glen S. Goldberg Scholarship Winner Jennifer Dayton Shares her Internship



DAILY JOURNAL

January 6, 2014

Today was the official first day of my internship at Jacob's Pillow International Dance Festival. I woke up around 7:30am to give myself enough time to get ready and be prepared for the day to come. I am staying in a place called the Derby House, right off the campus of Jacob's Pillow. The house is a property Jacob's Pillow acquired in the Berkshires. As of right now I am staying in the house with a girl named Sarah Fujiwara who is the production and operations manager at Jacob's Pillow Dance Festival. I have been trying to ask her as many questions as possible and get a feel for what it is like to work an environment such as Jacob's Pillow, why she likes it, and how she came about getting such a job.

In the search for all of this information and trying to get to know her I found out she used to be an artist services intern just like I am now. What I found even more interesting is she said after her first summer interning she was asked to come back as staff. After that she said all of her jobs came from her connections at Jacob's Pillow. She moved to New York City after the pillow and eventually landed a job working in production for the revival of RENT the musical. After that she went on to work for Pilabolous, which is a modern dance company. However, throughout the conversation she kept reminding me all of the jobs and opportunities she acquired were through her connections at the pillow. She said she got extremely close with her boss and became really good friends with her and stayed in contact. Then when her close friend and former boss was leaving the pillow this year she mentioned Sarah's name and that is how Sarah got the operations and production manager position and left the dance company Pilabolous to come to the pillow.

As far as my day today, Mark (my boss) gave me a tour of Jacob's Pillow but we didn't get to cover everything because it was raining and very cold outside. During the mini tour he introduced me to the staff on site and then had me do a key audit and key inventory. What this means is I went around to all the staff and asked them for the keys and wrote down their numbers. From that point I entered the info into excel and compared it to last year to see what keys are needed, who has duplicates, and what is missing.

After the key audit I started the key inventory. I sat for about 4ish hours checking to make sure that everything that was in excel for the keys, last year was still the same, and if there were any changes or new keys I needed to add them in. This means that I checked all the keys for every building, cabinets, dining, etc. for everything on the campus, which felt like about 700 keys.

After that I was told to start looking at the different documents under the operations folder on the computer to get a sense of what memos and confirmation documents are sent out to people

who have weddings at Jacob's Pillow because recently a lot of people want to rent out space at Jacob's Pillow to have weddings.



DAILY JOURNAL

January 7, 2014

Today I went to work with one of my bosses (Sarah) who I am going to be working very closely with the next couple of days. We arrived at work around 9:30am to start our day. I was working in her office today on my own computer. My first task was to compare an excel sheet, OneNote, and the confirmation page to get the information I needed to make sure what was on the contract was correct. The contract I was working on was for Pacific Northwest Ballet and needed to revise and make the information correct or change things if the documents and emails I was referring to said differently. I did this for about an hour or so and when I was finished I asked some questions and she needed to ask her boss about those questions in order for the

contract to be complete.

After this task was done I then went around to finish up my key audit from yesterday to get the number of faculty keys who weren't there yesterday. While doing this Sarah took me over to another area on the campus and I met the Director of Preservation in the archives building. His name was Norton and he actually already had heard about me because of my Professor, Maura Keefe. He was very nice and I could tell he was also extremely smart. Also, he told me within my stay here if I ever want to borrow any of the DVD's or books from his department that I was more than welcome to. I was really excited about this because where I am staying has no cable and it is very quiet and I think it would be great to be able to read through and watch dance that has taken place at such a historical landmark for the arts.

After I finished the key audit and walked back to my building after speaking with Norton I worked on the contract a little bit more finishing up the questions that were answered by Sarah and I's head boss Mark Constable. After I finished the contract I then went on to try and create a merged document, almost like a little brochure so when people book weddings here we only have to send out the one PDF instead of a bunch of different separate ones. This task was a little hard because I am not extremely familiar with doing that sort of work; however, I was able to merge most of the documents that weren't in PDF format. After this we left work around 5:30pm and went home.

DAILY JOURNAL

January 8, 2014

Today I went into the office with Sarah around 9:30am our day got started. Today I was responsible for working more on the contracts with the different dance companies that are coming to Jacob's Pillow this summer. The main idea is to review the confirmation sheet that was already sent and signed and make those changes to the contract and review emails to make sure everything in the negotiation process is up to date in the contract.

Today I worked on five different contracts. I worked on the LeeSaar, Pacific Northwest Ballet, Companhia Urbana de Dance, Dough Elkins, and the Hong Kong Ballet. When I was

finished doing this Sarah gave me the rest of the tour and showed me where I would be staying if I come back to intern in the summer. When we got back to the office I then started to work on double-checking the contracts and then editing the wedding brochure I put together. When I finished doing this I then went through a pile of DVDs and had to label them based on what companies they were and what was on the DVDs and then upload that into the computer by the company's documents. I also had to send out an email to a company that Jacob's Pillow ordered heated mats from and send a follow up email because they never responded to Sarah's first email she sent to them about one of the mats not working.

That was pretty much it for today and I left the office around 5:30pm. It was a long day but I felt I got a lot more experience with working on the contracts and reviewing different things. Sarah leaves for Texas tomorrow with Pilabolus Dance Theatre so tomorrow I will be working closely with Mark and/or doing other tasks that Sarah left for me to do.



DAILY JOURNAL

January 9, 2014

Today Sarah left for Texas for tour and to train the new stage manager for the dance company Pilabolus so I would be in the one office that I normally share with her alone. When I got in to work I finished working on labeling the DVD's and updating the information into Microsoft OneNote. After this I asked Mark what he would like me to do next and he gave me a couple dance company contracts to work on and update and said when I was done with that to make sure all of

the 19 different companies that are in the Doris Duke Theatre and the Ted Shawn Theatre are all up to date within OneNote, the excel spreadsheet, and the confirmation pages. He needed me to do this so when we start to put together big packets to send out to the companies it's more organized.

After I finished doing this I went over to the archives building to see if I could borrow a couple DVD's or books but no one was there when I stopped by. When I got back to the office my next project was to look up different size canvas so we can order them and hang them up in the Doris Duke Theatre hallway. When they redid the Doris Duke Theatre they had to paint over a wall that many artists and companies had signed when they came through Jacob's Pillow. Therefore, the Pillow took a lot of pictures and now wants to get these pictures on canvas to hang them up as documentation. The day actually went by pretty fast and before I knew it 9:30am-5pm was over and I was on my way home.

DAILY JOURNAL

January 10, 2014

Today I arrived as usual around 9:30am to get started and ready for the day. My first project today was to update a couple more company contracts, which went by fast because I am getting good at working on the contracts. After that two faculty members needed flights to come to the Pillow in the beginning of February so Mark asked me to find certain flights around certain times

and book their flights. The flights took a while to find at first to get them within a certain time frame, however, I eventually found two flights that worked from Atlanta and Washington and booked them immediately.

When I finished doing this the next task was to go over to the Hunter Building and look through boxes to try and find documents of old visas we had worked on in the past for dance companies that were coming to Jacob's Pillow from overseas. One of the women who used to work here was in charge of the visas and even though she doesn't work here anymore she is going to be hired to work on the visas and needed certain information. When I went over to the Hunter Building one of the business faculty Arianna helped me look for certain files and boxes because she used to work closely with the women who left Jacob's pillow and knew what I was looking for. We got talking and she said she used to be an artist services intern and how much she loved it and what a wonderful experience it was.

Once we finally found what we were looking for I took the information over to Mark and then I had to scan all of the files and update them into a PDF. Yesterday, I had worked on preparing a wedding packet because they rent out space for weddings at the Pillow so I was familiar with using adobe and organizing different documents within a PDF on adobe; therefore, this process didn't take that long.

Once I finished that I asked Mark what he wanted me to do next and it led to a conversation where I asked him how he got the position he has today and what his background was in. His background was actually quite interesting and surprisingly enough he went to undergraduate school at Nazareth in New York as a lighting designer. The program was small when he started and he became really close with the people he worked with and ended up getting a job working for Nazareth as a production manager after he graduated. He said he left after a couple years and because of his connections landed a job in the Adirondacks at an arts festival. Through that festival he then was offered to move to New York and work on Broadway type shows, however, through his connections got a job at the Joyce Theatre in New York as a master electrician. From there he found out about a position opening up at Jacob's Pillow and got the job as the Director of Operations and Production. He said without people helping him out and the amount of people he knew and networked with he would not have been so fortunate to be where he is today. Furthermore, he went on to say that's what makes him a big advocate for helping other people out and being someone they can talk to.

After I finished asking him questions about his background I then went to send some emails out and work on the cover letters for all of the companies that are coming to Jacob's Pillow this summer. I enjoyed doing the cover letters because it related to the contracts I had previously worked on because both the contracts and the cover letters will be in the big packet we send out to the companies within a few weeks.

DAILY JOURNAL

January 13, 2014

Today I arrived at 9:30am as usual to start my day. I was excited to begin the day because one of the seasonal staff members would be joining today and would begin living in the house I was staying in. In the morning I started to work on the canvas project that I had started working on a little bit last week. Once I started to really get into the project, I began to have a lot of fun with it.



The project was to go through pictures on the computer that were taken before they repainted to walls in the Doris Duke Theatre that multiple professional dance companies and company members had signed. A variety of pictures were taken before they painted over the walls to make sure everything was documented and we could recreate the wall through pictures. Therefore, I had to responsibility to go through the files and pick a picture I liked the best. Mark described this project as a test run, so I would get to pick the picture, the size, depth, etc., he would look it over approve it or not, then we would order it and see if we liked how it turned out on the canvas and if we would continue using the company I picked to order from.

The picture I chose to put on a canvas was a picture that David Dorfman Dance Company used and signed. The picture was bright and had a variety of colors to it. Once I formatted the picture and chose the width, depth, etc., Mark came in and he approved it and we ordered it. This was really exciting for me because this would be the first picture that would go up on the wall. Furthermore, Mark said if I was ever to come back I could continue working on this project and ordering pictures throughout my stay.

Once I finished the canvas imaging project, I started to look up documents to put together a packet for all the professional dance companies that are coming to the festival this summer. I started working on this project last week but still had a lot to do. Including in the packet are the cover letter, contracts, technical riders, marketing riders, complimentary ticket forms, company contact sheets, etc. There are many thing involved when putting together a packet to send out to the companies before they arrived. Furthermore, navigating through the computer and updating the documents was going to take some time as well.

I worked on this project for the rest of the day and was going to continue the project starting tomorrow morning. Before I left work I met Gina who would be staying with me at the house, she was the box office ticket assistant. When I got home there was a note from her saying she went out to dinner but if I wanted to come out with a few people from the Pillow to meet them at 7pm. I decided this would be a good opportunity to get to know more people and went to Lee around 7pm. When I was there I met another girl who had just graduated graduate school for arts administration and was working at the pillow, she was around 25, and I also met one of the IT guys. They were both really nice but it was hard for me to keep up with the conversation. I felt like “the young intern” and couldn’t tell if I liked the group of people I was around. However, then I came to the conclusion, I’m here to do my job, be the best I can be at it, and succeed. Yes, I want to make friends along the way but I really just need to be nice and do what’s best for me.

DAILY JOURNAL

January 14, 2014

Being here at Jacob’s Pillow is really such an amazing experience. Starting week two and here it is the second day I couldn’t feel better about where my education has led me so far and what experiences are yet to come. I am enjoying being around people who have such a deep appreciation for the arts like myself and learning everything about how to prepare to put on such an amazing world renown summer dance festival. I could not be more grateful starting this day and feeling a sense of contentment.

Today I arrived a little early to prepare myself for the day. Today I was going to continue working on preparing the company packets that were going to need to be sent out. I was doing editing on a lot of the documents and revisions to make sure everything was correct. This year a lot of new faculty have come on board and some titles have changed so multiple things need to be editing in many of the documents that are going into the company packets.

Besides editing once I got the documents to be correct I then had to make multiple copies and scan different documents so I was going in and out of different areas of the campus. Even though it was just making copies and scanning it was enjoyable because I got to interact with more people and get to know more about them.

By the end of the day I was still working on the packets, however, it felt good to know that eventually these packets and documents would be done and that I would have been the one to put all of it together and was responsible for it.

One really exciting thing today was when Mark asked me if I had a minute. I responded, “yes” and he started to tell me how impressed he was with my work ethic, attitude, how I was easy to get along with, smart, and how it was nice to be able to give me a description of a project and I could be independent and get the job done. He then proceeded to offer me a position as an artist services intern for the summer at the festival. I was invited to come to Jacob’s Pillow as an artist services intern from after graduation in May to the end of August. This was such an exciting part of my day and I felt really great about myself! He said he 100% would like me there in the summer but I didn’t have to 100% commit right now. This was such great news and all of my hard work was paying off.

On a separate note at the end of the day I found out Gina would not be coming home again so I would need to stay in a hotel. I am truly so grateful for this scholarship because without this I definitely would not be able to afford the housing expenses. Fortunately, I have only had to stay in the hotel three times; however, I am so grateful I have been able to. At the same time I also enjoy staying at the hotel because it is a lot more comforting then being out in the middle of the woods with no one around at night. Being in a hotel gives me the chance to relax, take in my day, reflect upon it and feel comfortable and fall asleep peacefully.

DAILY JOURNAL

January 15, 2014



Today I started the day by making “artist books” so when the companies arrive throughout the summer they have a booklet full of information that they can look at and rely on. The booklet also includes the full-time faculty’s contact information for each department so any questions they have can be directed in the right way and answered.

After I finished making the artist books I finally was able to completely assemble all of the documents and booklets that needed to go in folders for each dance company to receive via mail. I assembled the booklets for the 23 different companies and felt accomplished when I finished.

During the afternoon I attend an all staff meeting, which was really interesting. I learned a lot and was introduced to the full-time faculty. In the meeting they discussed information about the upcoming season, what each department was up to, they also had designed a new system and were asking for feedback as far as planning purposes. At the end of the meeting we went around and had to say what company we were most excited to see this upcoming season, what show we would like to know more about or are curious about, and what show we think will make the most money. At the end of the festival whoever guessed correctly on what show would make the most money would win a prize. During the meeting I really enjoyed seeing how each department was connected to each other and how everyone was working together to produce an amazing summer festival. Furthermore, I felt really fortunate to be there and participate because since I will be back in the summer everything that is going on now will connect

very well to the summer festival and I will get the full experience of what it is like to plan, promote, and prepare for a summer festival and what happens during the festival.

The last half of the day I worked on reorganizing and working on a new system of inventory for all the keys on campus. I am now in charge of making sure all the keys are where they need to be and creating an organized inventory system on the computer and a physical piece of paper so it is easier for people to find keys, especially when even more people arrive in the summer.

Tonight I am again staying in the hotel and I will be here for the remainder of the week. I will most likely have to get a hotel next week as well, however, every time I have to stay in the hotel it reminds me how fortunate I really am to be experiencing something so wonderful throughout the day, learning so much, and making connections with people I look up to and have amazing backgrounds, and then being able to stay somewhere comfortable and close. This is such a great opportunity and I feel even more fortunate every day.

DAILY JOURNAL

January 16 and 17, 2014

The rest of the week I got to work closely with Kyle the new Operations and Production manager for the Pillow. We were working on finding documents and preparing a packet to send out to the people who volunteer at the summer festival, such as, ushers, parking staff, and administration staff that hang up posters and distribute the mail to the community.

Also, I officially accepted the artist's services position to come back in the summer from May through the end of August, which I am really excited about.

Furthermore, I am really excited to get started next week because Sarah will be back and I will be most likely working on contracts and working closely with her again and Kyle as well. This experience has been wonderful and it is flying by. I am definitely enjoying my stay here and I have learned so much even though it has only been 2 weeks.

DAILY JOURNAL

January 21, 2014



Today was the first day back this week because of MLK day. When I got into the office I started working on a few contracts I needed to finish adding information in for companies. I then began to work on the wedding packet I had made to revise a few things that Sarah had mentioned to me since she was in the office today and is in charge of everything that has to do with weddings as far as phone calls, reservations, etc.

When I finished this I started to update a couple of the volunteer documents I had worked on with Kyle to help make the documents ready to be put into a PDF, printed and sent out in packets to past volunteers.

The next step was to finish up some of the work I had done with the key inventory and the new documents and system that I helped to create. I printed out the key look up system I made and laminated the documents to be hung in the key box so it was easier to figure out what key is what, to what building, the tag number, and key code so people could hand out keys easier especially in the summer.

The last project I ended up working on for the day was figuring out pricing for new furniture that is going to be ordered and put in the new rooms that were added on to one of the buildings to

help house staff and interns in the summer. I will most likely continue this project along with other projects tomorrow.

Lastly, I cannot believe this is the beginning of my last week. This internship went by so fast and I am really starting to feel comfortable here and like “part of the team”. The people I am working with are so talented, with so much experience, and are also amazing people. I am so happy I had the opportunity to come here and feel so fortunate.

DAILY JOURNAL

January 22 – 24, 2014

Throughout this last week I have accomplished many different projects and feel like I truly did achieve so much at the Pillow while learning a lot as well. The people here that I have got to know and work closely with have helped me learn so much and I cannot wait to return in the summer.

The last few days at the Pillow I have been wrapping up different projects I have been working on such as updating more contracts, finishing up files in One Note for the new key inventory system I have created, updated many different excel files, scanned information to send out to companies, laminated documents, updating the wedding packets, artist books, and everything and anything in-between that needed to get done throughout the week.

I also had to call different stores to order new furniture for a new addition to one of the buildings faculty stays in during the summer to make sure the furniture is what the Pillow needs and is in a certain price range.

These past three weeks have truly been amazing and I could not be more grateful to have had this opportunity over the winter break. Furthermore, this opportunity has led to a summer that will be filled with even more opportunities with companies, artists, wonderful faculty, and dance that I will be able to experience throughout the entire summer. I truly cannot stress enough what an amazing opportunity this was and how generous The College at Brockport was to offer me the Glenn Goldberg Scholarship. I will forever remember this internship and will be grateful for the funding that helped make this opportunity a dream come true.