

COMPANY MANAGEMENT ASSISTANT

REPORTING RELATIONSHIPS

Company Management Assistants report to the Company Manager and work closely with the artists, production staff, project producers, administrative staff, and box office staff. Company Management Interns also help supervise the Company Management Interns.

POSITION SUMMARY

Company Management Assistants work as the key artist services representatives to provide accommodations and services to over 300 SummerScape and Bard Music Festival visiting artists and seasonal staff, specifically in the realms of their transportation, housing, and hospitality needs.

Employment begins May 27th and ends August 21st.

Assistants are paid an hourly rate commensurate with experience (40 hrs/week plus some overtime).

On-campus housing is provided.

RESPONSIBILITIES

General responsibilities include, but are not limited to:

- Overseeing the day-to-day planning, documentation, and facilitation of travel, housing, and hospitality for festival artists and staff.
- Driving company vehicles for various festival needs including but not limited to artist pickups, grocery store runs, and errands
- Managing key distribution, preparing housing, maintenance, and turn-over
- Assisting with tracking and reconciling the department budget
- Managing staff comp ticket requests with box office team

QUALIFICATIONS

- Company management team members are often the first person that visiting artists, personnel, and the public artist will meet while at the festival. A welcoming demeanor and positive attitude are a must.
- No two days will be the same; the ideal candidate will be flexible and have an all-hands-on-deck attitude and willingness to jump in to handle high-priority tasks
- 1-2 years of professional experience in theater management and/or hospitality/customer service industry is a plus
- Excellent organization and communication skills and superior attention to detail

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- Must be able to work closely with other team members, and is comfortable working in a fast-paced environment and solve problems quickly.
- Only candidates with a valid driver's license will be considered. Van and city-driving experience is a plus.
- Ability to lift up to 45 pounds.
- Interest or background in the performing arts is highly encouraged, with work experience and/or studies in the performing arts preferred, but not required.
- Must be available for evenings and weekends as needed.
- Proficient in working with Google-Suite (Sheets, Docs, shared drives), Microsoft Office (specifically Word and Excel).

TO APPLY

Please submit a cover letter and résumé to fishercenter@bard.edu with the subject line "SummerScape 2020 Application."

ABOUT THE FISHER CENTER

The Fisher Center develops, produces, and presents performing arts across disciplines through new productions and context-rich programs that challenge and inspire. As a premier professional performing arts center and a hub for research and education, the Fisher Center supports artists, students, and audiences in the development and examination of artistic ideas, offering perspectives from the past and present, as well as visions of the future. The Fisher Center demonstrates Bard's commitment to the performing arts as a cultural and educational necessity. Home is the Fisher Center for the Performing Arts, designed by Frank Gehry and located on the campus of Bard College in New York's Hudson Valley. The Fisher Center offers outstanding programs to many communities, including the students and faculty of Bard College, and audiences in the Hudson Valley, New York City, across the country, and around the world. Building on a 159-year history as a competitive and innovative undergraduate institution, Bard is committed to enriching culture, public life, and democratic discourse by training tomorrow's thought leaders.

The Center presents more than 200 world-class events and welcomes 50,000 visitors each year. The Fisher Center support artists at all stages of their careers and employs more than 300 professional artists annually. The Fisher Center is a powerful catalyst of art-making regionally, nationally, and worldwide. Every year it produces 8 to 10 major new works in various disciplines. Over the past five years, its commissioned productions have been seen in more than 100 communities around the world. During the 2018-19 season, six Fisher Center productions toured nationally and internationally. In 2019 the Fisher Center won the Tony Award for Best Revival of a Musical for Daniel Fish's production of *Oklahoma!* which began life in 2007 as an

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undergraduate production at Bard and was produced professionally in the Fisher Center's SummerScape Festival in 2015 before transferring to New York City.

ABOUT BARD COLLEGE

Founded in 1860, Bard College is a four-year residential college of the liberal arts and sciences located 9 miles north of New York City. With the addition of the Montgomery Place estate, Bard's campus consists of nearly 1000 park-like acres in the Hudson River Valley. It offers bachelor of arts, bachelor of science, and bachelor of music degrees, with majors in nearly 40 academic programs; graduate degrees in 11 programs; nine early colleges; and numerous dual-degree programs nationally and internationally. Building on its 159-year history as a competitive and innovative undergraduate institution, Bard College has expanded its mission as a private institution acting in the public interest across the country and around the world to meet broader student needs and increase access to liberal education. The undergraduate program at our main campus in upstate New York has a reputation for scholarly excellence, a focus on the arts, and civic engagement. Bard is committed to enriching culture, public life, and democratic discourse by training tomorrow's thought leaders. For more information about Bard College, visit bard.edu.