

## **ADMINISTRATION AND FINANCE INTERN**

### **REPORTING RELATIONSHIPS**

The Administration and Finance Intern reports to the Fisher Center's Director of Finance. The Administration and Finance Intern is also in regular contact with the Fisher Center's Company Management, Development, Audience & Member Services, and Production departments.

### **POSITION SUMMARY**

The Administration and Finance Intern assists the organization in administering many of the details necessary to produce Bard SummerScape, eight weeks of dance, theater, opera, classical music, film, and live music.

Employment begins on June 5th and ends on August 21st.

Interns are paid an hourly rate of \$11.80.

On-campus housing is available.

### **RESPONSIBILITIES**

General responsibilities include, but are not limited to:

- Assisting the Finance and Producing team with day-to-day administration and project management of all SummerScape and Spiegel tent events.
- Office duties such as: expense and cash-advance reconciliation reports, check requests and account coding, house seat and company comp ticket management, communication, tracking and processing.
- Complete other duties as assigned by the Administrative staff.

### **QUALIFICATIONS**

- Excellent writing, organization, and communication skills and superior attention to detail.
- Comfortable working with numbers and creating basic spreadsheets.
- Must be able to work well both independently and closely with other team members, and is comfortable working in a fast-paced environment and able to spot and solve problems quickly.
- Only candidates with a valid driver's license will be considered.
- Interest or background in the performing arts is highly encouraged, with an undergraduate or equivalent experience in arts administration preferred, but not required.
- Must be proficient in working with Google Team Drives and Documents, Microsoft Office (specifically Word, Excel and Powerpoint). Tessitura experience is ideal, but not required.

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## **TO APPLY**

Please submit a cover letter and résumé to [fishercenter@bard.edu](mailto: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 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 innovate 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

**Bard**

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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](http://bard.edu).