

DEVELOPMENT INTERN

REPORTING RELATIONSHIPS

The Development Intern reports to the Individual Giving Manager and works closely with the Development Assistant to provide support to the full Development Team. The Development Intern is also in regular contact with the Fisher Center's Administration, Special Events, Audience & Member Services, and Production departments.

POSITION SUMMARY

The Development Intern works with the Development Team to assist the organization in meeting its fundraising goals. This is done through the management and growth of the Fisher Center and Bard Music Festival membership programs for the duration of the SummerScape Festival, the most active season for the Fisher Center.

Employment begins on June 3rd 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:

- Staffing the Membership Table at performances; including encouraging visitors to become Fisher Center members, encouraging e-mail/ mailing list sign-up, answering membership questions, distributing member benefits, sharing details of the performances, performance schedule and general information about the Fisher Center and Bard College's Campus.
- Assisting with special patron events; including creating invitations, correspondence with catering team, tracking RSVPs and guest attendance, setting up and breaking down event spaces, and providing support with other event planning tasks.
- Using Tessitura, our ticketing and constituent database, to look up patron information, generate attendee and development reports, track contributions, and help with any other data-based projects.
- Completing office duties such as keeping office inventories and producing official Fisher Center mailings to patrons and the general public alike.
- Completing additional administrative tasks assigned by members of the Development Team.

QUALIFICATIONS

- Excellent writing, communication skills and superior attention to detail.
- The ability to convey the mission and accomplishments of the Fisher Center's programs to a diverse group of supporters.

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- Must be able to work well both independently and closely with other team members.
- Interest or background in the performing arts is highly encouraged.
- An undergraduate or equivalent experience in development and/or administration is preferred, but not required.
- Must be proficient in working with Google Team Drives and Documents, Microsoft Office (specifically Word, Excel and Powerpoint) and Tessitura experience is ideal, but not required.

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

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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.