

PRODUCING INTERN

REPORTING RELATIONSHIPS

The Producing Intern reports to the Senior Producer and the Producer, SummerScape Opera and works closely with the Associate Producer. The Producing Intern is also in regular contact with the Fisher Center's Company Management, Special Events, Audience & Member Services, and Production departments.

POSITION SUMMARY

The Producing Intern works with the Producing Team to assist the organization in executing Bard SummerScape, eight weeks of dance, theater, opera, classical music, film, and live music.

Employment begins on June 3rd and ends on August 19th.

Interns are paid an hourly rate of \$11.80.

On-campus housing is provided as needed.

RESPONSIBILITIES

General responsibilities include, but are not limited to:

- Assisting the Producing team with day-to-day administration and project management of all SummerScape, Spiegel tent, and outside rental events.
- Coordinating, along with the Associate Producer and Company Management, the fulfillment of artist services for arrivals, on-site needs, and departures of all visiting artists and company members.
- Facilitating documentation coordination with marketing, production, and producing teams
- Office duties such as contract drafting, expense tracking, reconciliation reports, check requests, and house seat and company comp ticket management/communication/processing and miscellaneous errands.
- Complete other duties as assigned by the Producing Team.

QUALIFICATIONS

- Excellent writing, organization, and communication skills and superior attention to detail.
- Must be able to work well both independently and closely with other team members, is comfortable working in a fast-paced environment, able to spot and solve problems
- 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
- 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.

FISHER CENTER

- 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). Experience with Tessitura is a plus.

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.

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

Bard

FISHER CENTER

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.