

## **ORCHESTRA STAGE MANAGER**

### **OVERVIEW**

Reporting directly to the Associate Production Manager of Concerts & Lectures, the Orchestra Stage Manager assists in the planning, preparation, and physical implementation of all rehearsals and concerts both at the Fisher Center and at the Bard Conservatory of Music.

This is a temporary, non-exempt (overtime-eligible), hourly position, \$18-20/hour, commensurate with experience.

### **RESPONSIBILITIES**

- Maintain a safe, healthy, and inclusive workplace at all times.
- Communicate with the Orchestra Manager to determine the needs of each program.
- Coordinate and manage the installation of stage plots and stage changes.
- Coordinate and manage equipment and instrument deliveries across campus.
- Assist the Associate Production Manager in scheduling overhire crew.
- Manage the overhire crew in the Associate Production Manager's absence.
- Assist the Associate Production Manager with equipment and instrument rentals.
- Run and call orchestra rehearsals, technical rehearsals, and performances.

### **QUALIFICATIONS**

- Ability to work in an organized, self-directed, and detailed manner.
- Ability to communicate clearly and effectively.
- Ability to work nights and weekends.
- Theatrical production management and/or stage management experience.
- Knowledge of classical musical production preferred.
- Ability to read music is a plus.
- Ability to lift 50 lbs.
- Valid driver's license.
- Experience driving trucks up to 24' is a plus.
- Basic knowledge of theatrical lighting and sound systems.
- Strong knowledge of Google Suite and Microsoft Office suite.

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## **TO APPLY**

Interested and qualified candidates should submit a cover letter—outlining interest in and qualifications for the position—with a current resume to [fishercenter@bard.edu](mailto:fishercenter@bard.edu). Please note “Orchestra Stage Manager” in the subject line.

*Bard College is an equal opportunity employer and we welcome applications from those who contribute to our diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information.*

*Bard is committed to providing access, equal opportunity, and reasonable accommodation for all individuals in employment practices, services, programs, and activities.*

## **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.

## **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

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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).