OVERVIEW

The Production Administrator provides administrative support for the production department at the Fisher Center for the Performing Arts at Bard College. Reporting to the Associate Production Manager, responsibilities include assisting in purchasing, timesheets, and budgeting for all productions, residencies, concerts, and special events produced at the Fisher Center. Work for this position will be done remotely and will require approximately 15-20 hours a week.

This position will provide opportunities to gain production management experience by attending departmental staff meetings and production meetings for current and future Fisher Center projects.

The term of this position will continue through November 30, 2020, with the possibility for extension as availability and operational needs are assessed.

This is a temporary, non-exempt (over-time eligible); hourly position. Rate starts at $17.50/hr, offer may be more dependent on experience.

RESPONSIBILITIES

- Create and submit timesheets for all hourly production staff on a bi-weekly basis.
- Maintain the production department’s employee scheduling software.
- Fulfill and track all purchasing for the production department.
- Generate and track check requests, cash advance reconciliations, and reimbursement paperwork.
- Assist with administrative details required in onboarding new production employees.
- Assist in production management-related duties for specific shows including: updating contact sheets, taking notes in production meetings, and updating production calendars.

QUALIFICATIONS

- Ability to work in an organized and detailed manner.
- Ability to communicate clearly and effectively.
- Strong knowledge of Google suite and Microsoft Office suite is a plus.
- Theatrical production experience and/or background in the performing arts, while not required, is a plus.

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. Please note “Production Administrator” in the subject line.
FISHER CENTER

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 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.