

AUDIO SUPERVISOR

OVERVIEW

The Audio Supervisor is responsible for the planning and execution of all audio elements for productions, residencies, concerts and special events (both on- and off-site as well as online) produced by the Fisher Center, Bard's Theater & Performance and Dance Programs, and Bard SummerScape Festival. Additionally, this position supports in-person performances at the Fisher Center featuring The Orchestra Now, Bard College Conservatory of Music, and rental/partnership programs.

Reporting directly to the Fisher Center's Director of Production and working closely with the other members of the Fisher Center Production Department, the Audio Supervisor manages the Center's audio facilities, professional and student labor force and resources to deliver an excellent standard of support that furthers the mission of the Center and Bard College.

This position's term will be February 1 through September 30, with a possibility of extension as available and necessary. The position requires up to 40 hours/week during non-production weeks. Up to 60 hours/week during production weeks.

This is a non-exempt (eligible for overtime) hourly position; rate commensurate with experience, starting rate is \$30 an hour.

Local shared housing may be provided if needed. Access to a personal vehicle is necessary.

RESPONSIBILITIES

Production Administration:

- Maintain a safe, healthy, and inclusive workplace at all times.
- Assist the Director of Production and Associate Production Managers in creating labor and material estimates and budgets.
- Assist the Director of Production and Associate Production Managers to hire a team of professional and student crew members.
- Assist the Director of Production and Associate Production Managers to hire, supervise and train students crew members.
- Create audio paperwork as needed.
- Maintain vendor relationships.
- Maintain accurate inventories of the Center's audio equipment.

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- Support the creation of production overview documents for all programs, ensuring accuracy of information on audio equipment, requirements, and capacities.
- Participate in weekly all-staff meetings and production meetings, in addition to interdepartmental and external planning meetings with artists/designers.

Audio Department and Project Management:

- Oversee all audio aspects (including backline, recordings and production intercom) of show development, budgeting, prep, load-in, run and strike for all events in or produced by one of the Center's programs including UPSTREAMING the Fisher Center's Virtual Stage.
- Appropriately staff audio crew for each project's needs and budget; supervise and train crew
- Work with the Video Supervisor to manage the Center's audio/video shop.
- Maintain the Center's Audio equipment and infrastructure, including studio and classroom systems, assistive listening, program monitoring and paging.
- Coordinate audio elements of props, scenery and costumes.
- Advance all audio needs of all incoming productions and projects; coordinate with outside designers and engineers.
- Execute bidding and purchasing for Audio equipment and services.
- Coordinate and manage audio elements related to orchestra shell & riser changeovers, orchestra pit changeovers and seating setup changeovers.
- Coordinate RF allocation.
- Assist in the advancement of tours by resident Fisher Center artists, accompany and support tours and off-site productions as required.

Company-Wide Responsibilities:

- The Fisher Center is currently undergoing an organization-wide process of change toward becoming an anti-racist, multicultural institution. All on staff are expected to:
 - Commit to anti-racism and inclusivity at the Fisher Center. This includes participating in anti-racism training when scheduled, participating in departmental, company-wide, and cross-departmental collaboration in issues of diversity, equity, and inclusion, and furthering your own independent journey with anti-racism.
 - Contribute in meaningful ways to the organizational culture.

QUALIFICATIONS

- Minimum 5 years experience as an Audio engineer in a multi-venue facility, producing venue or touring company (experience at an academic institution is a plus).
- Ability to interpret and generate production drawings.

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- Strong knowledge of digital audio consoles, AutoCad, Vectorworks, the Google App suite, QLab, Shure Wireless Workbench, and Clear-Com Freespeak systems.
- Ability to manage and train student labor.
- Ability to cross-train all Fisher Center staff in basic audio operations.
- Strong knowledge of electrical safety practices and theatrical rigging systems.
- Budget creation and management experience.
- Strong multitasking abilities as well as the ability to work well and work flexibly under pressure in a team-driven environment.
- Strong communication skills and attention to detail.
- Ability to manage crew in multiple spaces or locations.
- Familiarity with the performing arts. Experience with multiple disciplines including but not limited to opera, dance, theater, interdisciplinary, and various genres of music is a plus.
- Recording studio experience and experience with online live-streamed or recorded events a plus.

LOCATION

Bard's beautiful 1,000-acre campus is situated on the east bank of the Hudson River, in Annandale-on Hudson, New York. Community life is defined by numerous cultural and recreational opportunities in the surrounding historic Hudson River Valley and by proximity to New York City. Nearby towns and villages include Rhinebeck, Tivoli, and Red Hook, New York.

TO APPLY

Interested and qualified candidates should submit a cover letter—outlining interest in and qualifications for the position—with a current resume to fcjobs@bard.edu. Please note “Audio Supervisor” in the subject line of your email.

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.

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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.