

COVID COMPLIANCE MANAGER

OVERVIEW

This July and August, Bard SummerScape, a multi-arts festival presented by the Fisher Center at Bard, returns with a full season of live music, dance, opera, and performance, staged for limited in-person audiences both indoors and out across Bard's idyllic 1,000-acre campus, while adhering to rigorous health and safety protocols.

The COVID Compliance Manager will be responsible for implementing, monitoring, and ensuring compliance with all COVID health and safety protocols for artists, staff, and audiences, both indoors at the Fisher Center and outdoors at our Montgomery Place venue. They will oversee a team of COVID Compliance Coordinators to ensure proper staffing to assist and monitor protocols for all rehearsals and performances.

This is a seasonal position with remote work commencing mid-May and on-site work **June 1 to August 19, 2021**. The position is non-exempt (overtime-eligible), paid **hourly at a rate of \$22–25/hr**, depending on experience. Hours will average 40 hours/week, with potential for overtime.

This position requires local residence; housing will be provided, if needed.

RESPONSIBILITIES

- Work closely with Fisher Center leadership, Bard College COVID Response Teams, and external consultants to develop clear protocols for both indoor and outdoor activities compliant with Bard College, CDC, state, and local guidelines.
- Manage and schedule a team of COVID Compliance Coordinators to ensure coverage for all in-person activities, including indoor and outdoor rehearsals, performance, and special events.
- Maintain proper cleaning schedules in coordination with the production department and schedule.
- Oversee and monitor adherence to protocols for physical distancing, hand washing, masks, symptom monitoring, disinfection, and the use of personal protective equipment (PPE).
- Maintain a daily log with contact information of all participants.
- Coordinate contact sheets, testing schedules, and required paperwork with Bard testing team.
- Report to Bard COVID Response Team members, as appropriate and required.
- Oversee daily health check-in submissions from all participants.
- Ensure all cast and crew are following entry and exit plans and zone protocols (if applicable).
- Ensure required safety and protocol training for all cast and crew is provided and completed.
- Coordinate, with Bard College COVID Response Team, response procedures in the case of a positive test result.
- Other applicable duties as assigned.

FISHER CENTER

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 any trainings when scheduled, supporting 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

- 3–5 years of professional experience in a supervisory role.
- Ability to work in a fast-paced festival to manage multiple venues, protocols, and priorities.
- Background in the performing arts and/or production experience preferred.
- COVID-19 compliance certification (courses offered through groups such as Health Education and Arts & Science).
- Completion of Johns Hopkins University Contact Tracing (online course).
- Medical awareness and knowledge about the Sars CoV-2 Virus and how it is transmitted.
- Knowledge of all safety regulations governing the production.
- Strong decision-making skills and ability to take necessary steps.
- Ability and enthusiasm to collaborate and self-motivate.
- Excellent communication and listening skills, a keen attention to detail, and a positive attitude.

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

Complete the application form here <https://forms.gle/9Mrjziinq5pdUS2A8>.

Applications for this position are due **Wednesday, April 21, 2021**.

For any questions or issues with the application form, please contact fcjobs@bard.edu.

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,

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equal opportunity, and reasonable accommodation for all individuals in employment practices, services, programs, and activities.

ABOUT THE SUMMERSCAPE FESTIVAL

SummerScape is a world-renowned multi-arts festival presented by the Fisher Center at Bard. This July and August, Bard SummerScape returns with a full season of live music, dance, opera, and performance, culminating in the 31st annual Bard Music Festival, Nadia Boulanger and Her World. Productions will be staged for limited in-person audiences both indoors and out, across Bard's idyllic 1,000-acre campus, adhering to rigorous health and safety protocols while celebrating the joys of live performance and the beauty of the Hudson Valley.

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 90 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.

Bard