

HOUSE MANAGER

OVERVIEW

As a key member of the House Management team, the House Manager provides administrative support to the Senior House Manager and co-supervises the entire Front of House (FOH) team for in-person and/or potential live-streamed events at the Fisher Center. The House Manager seeks to consistently provide an excellent and safe experience for audiences, and a professional, supportive, and fun environment for their team of Assistant House Managers, ushers, parking attendants, and chat moderators.

The House Manager is a member of the Fisher Center's Audience & Member Services department and reports directly to the Senior House Manager. This position works closely with the following departments: Box Office, Production, Building Operations, Development, and Marketing teams.

This is a part-time seasonal position from **May 3 to August 19, 2021**, non-exempt (overtime-eligible), paid **hourly at a rate of \$18/hr**. The job will start with remote on-boarding and training, followed by on-site work commencing around June 28.

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

RESPONSIBILITIES

- Maintain a high level of proficiency with Front of House policies and procedures, as well as ticketing software.
- Fulfill various daily and weekly administrative functions as necessary, including preparing the house and lobbies before and after events, recycling past programs and signage, returning all Front of House materials to original locations, updating the inventory of Front of House materials, and any other tasks delegated by the Senior House Manager.
- Attend weekly Fisher Center staff meetings, Audience & Member Services meetings, and any meetings that pertain to FOH operations at an event for which the House Manager will be responsible.
- Work with the Senior House Manager to devise, maintain, and deliver training materials and workshops.
- Review communications that go out to the full FOH team with the Senior House Manager.
- Duties as Front of House lead (executed in cooperation with the the Senior House Manager) include:
 - Supervise Front of House Staff during events.
 - Coordinate systems and communicate with Box Office, Production, Building Operations, and other staff to effectively and efficiently run each event.
 - Attend dress rehearsals in order to understand the FOH needs required for each event.

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- Maintain and administer detailed house reports for each event and respond to feedback in a timely manner.
- Accurately report Front of House staff timings for each event.

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

The House Manager must have customer service experience, a superior attention to detail, and a passion for the arts. The House Manager must possess a positive work attitude, enjoy interacting with people, and be able to work nights and weekend hours. A current driver's license and/or reliable transportation is required.

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/CTrTw9EZnxB86gdy8>.

Applications for this position are due **Monday, April 19, 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, equal opportunity, and reasonable accommodation for all individuals in employment practices, services, programs, and activities.

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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.