

COMPANY 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 Company Management team works as the key artist services representatives to provide accommodations and services to over 300 SummerScape and Bard Music Festival visiting artists and seasonal staff, specifically in the realms of transportation, housing, and hospitality. The team strives to create a people-centered, hospitality-minded environment for all participants.

Company Managers report to the Artist Services and Programs Manager, and work closely with artists, production staff, project producers, administrative staff, and box office staff. They will supervise the Associate Company Managers and Company Management Assistants.

The Company Management team will consist of three Company Managers, two Associate Company Managers, and six Company Management Assistants. Each Company Manager will be responsible for different projects during the festival; however, the whole team will work closely together to ensure cohesion for artist services needs throughout the festival.

This is a seasonal position from **June 1 to August 19, 2021**, non-exempt (overtime-eligible), paid **hourly at a rate of \$20/hr**. Hours will average 35–40 hours/week, with potential for overtime.

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

RESPONSIBILITIES

General responsibilities include, but are not limited to:

- Overseeing the day-to-day planning and facilitation of travel, housing, and hospitality for festival artists and staff.
- Driving company vehicles for various festival needs, including, but not limited to, artist pick-ups, grocery store runs, and errands.
- Managing housing assignments and key distribution, preparation, maintenance, and turn-over.
- Overseeing tracking and reconciling of the department budget.
- Supporting COVID compliance and testing team, with coordination of testing schedules and company communications.

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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

- At least 3 years of professional and supervisory experience in company management, theater management, and/or the hospitality/customer service industry.
- A welcoming demeanor and positive attitude are a must. Company Management team members are often the first person that visiting artists, personnel, and the public will meet while at the festival.
- No two days will be the same; the ideal candidate will be flexible, have an all-hands-on-deck attitude, and possess a willingness to jump in to handle high-priority tasks.
- Excellent organization skills, communication skills, and superior attention to detail.
- Must be able to work closely with other team members, and be comfortable working in a fast-paced environment and solving problems quickly.
- Only candidates with a valid driver's license will be considered. Van driving experience is a plus.
- Interest or background in the performing arts is highly encouraged, with work experience and/or studies in the performing arts preferred, but not required.
- Must be available for evenings and weekends, as needed.
- Proficiency with Google Suite (Sheets, Docs, shared Drives) and Microsoft Office (specifically, Word and Excel).

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/FSYnPYWfuXr9vU8E7>.

Applications for this position are due **Monday, April 19, 2021**.

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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.

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

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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.

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