

## **ASSOCIATE PRODUCTION MANAGER**

### **OVERVIEW**

The Associate Production Manager's (APM) primary responsibility is the day-to-day management of all productions put on by the undergraduate Theater & Performance Program and the Dance Program which average eight productions per year. The APM also assists the Director of Production in the planning, preparation and execution for all productions, residencies, concerts and special events (both on- and off-site as well as online) produced by Fisher Center Presents, UPSTREAMING (digital programs), Live Arts Bard, and Bard SummerScape.

The APM reports directly to the Director of Production, oversees a Production Administrator, and works closely with the other members of the Fisher Center Production Department, the Fisher Center Producing Department and the faculty of the Theater & Performance and Dance Programs to deliver an excellent standard of support that furthers the mission of the Center and Bard College.

### **RESPONSIBILITIES**

- Oversee the planning and execution of all production elements of each Theater & Performance Program and Dance Program productions. Including but not limited to leading all production meetings and check-ins, overseeing all load-ins and strikes, creating and distributing tech schedules, and coordinating with professional designers and students about how best to execute their design/piece.
- Work with students and their faculty advisors who are presenting work in the T&P and Dance productions to lay out concrete timelines and expectations, and schedule meetings with them as needed to discuss and implement the production elements of their piece.
- Hire professional designers and stage managers as needed for T&P and Dance productions.
- Hire student assistant stage managers as needed for academic productions.
- Manage studio policies and reservations in the T&P and Dance Studios, and hire and coordinate with the Dance Program Assistant to assist with managing the Dance studios reservations.
- Assist Director of Production with planning and advancing production needs for FC Presents and Live Arts Bard programming as needed
- During the SummerScape Festival, be the production lead for projects as assigned, and assist Director of Production with production management of the festival
- Lead administrative tasks for the production team (along with the production administrator), including purchasing and budget tracking, timesheets, and onboarding of new hires (both student and non-exempt employees)
- Directly supervise the Production Administrator
- Participate in development of production safety practices

# FISHER CENTER

- Maintain a safe, healthy, and inclusive workplace at all times.
- Participate in the development of ongoing Equity and Inclusion practices as related to the production department.
- Attend weekly production meetings and staff meetings, represent the Director of Production in meetings when 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 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

- Previous theatrical or live event production management experience; at least two years professional experience preferred. Experience working with students or in educational settings is a plus
- Experience managing budgets, schedules, and calendars.
- Basic knowledge in the practices and procedures of all theatrical departments
- Knowledge and ability to instruct others on current industry standard safety practices and procedures
- Ability to read and understand scenic and construction drawings.
- Working knowledge of Google Suite.
- Experience with Vectorworks, AutoCad and other production related software is a plus.
- Creative thinker and solution finder, particularly in helping solve logistical problems
- Ability to work evenings and weekends, as determined by production schedules.
- Successful candidates possess strong communication skills and a keen attention to detail. They are collaborative, self-motivated, and bring a positive, can-do attitude!

***While some duties may be performed remotely, this position will require on-site and physical presence at the Fisher Center.***

## 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

# Bard

# FISHER CENTER

include Rhinebeck, Tivoli, and Red Hook, New York.

## **TO APPLY**

This is a full-time, exempt position eligible for Bard College's group benefits package, compensated at an annual salary range of \$45,000 - \$53,000, depending on experience.

Complete the application form here: [https://formfaca.de/sm/ngcGFsZ\\_t](https://formfaca.de/sm/ngcGFsZ_t).

Applications for this position will be reviewed on a rolling basis until the position is filled.

*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 161-year history as a competitive and innovative undergraduate institution, Bard is

# FISHER CENTER

committed to enriching culture, public life, and democratic discourse by training tomorrow's thought leaders.

Learn more about the Fisher Center, its programs, and values at [fishercenter.bard.edu/about](https://fishercenter.bard.edu/about).

## **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 161-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](https://bard.edu).