

EXECUTIVE COORDINATOR

OVERVIEW

As a connector between the Executive, Development, Audience & Member Services, and Programming areas of the organization, the Executive Coordinator facilitates artistic, fundraising, and management functions through clear, consistent, and timely communication with internal and external stakeholders.

This position reports directly to the Fisher Center's Executive Director, works closely with the Artistic Director, and collaborates often with colleagues in the various departments. This position plays a crucial role in supporting the organization at an exciting time, as the 20th anniversary approaches and various campaigns, events and strategic planning will be underway.

This is a non-exempt (overtime eligible) hourly position, approximately 40 hours/week; rate range is \$20–25, depending on experience.

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

RESPONSIBILITIES

- Manage calendars for the Executive Director (ED) and Artistic Director (AD)
 - Additional calendar management tasks include frequent coordination with the calendars for the senior staff team and other key Bard College offices
 - Oversight of organizational-wide use of Google Calendars
- Manage Executive & Artistic Director communications as needed, including phone, postal mail, and email
 - Assistance with drafting of communications and correspondence
 - Collaborate with the development office for tracking of donor cultivation initiatives and tracking.
- Compile expense reconciliations for ED and AD's credit cards; coordinate booking of travel arrangements, event reservations, and other related expenses
- Oversee special projects; provide tracking of workflow, task management, and project status
- Act as primary logistics liaison to the Fisher Center Advisory Board members
 - Coordinate calendar availability for board meetings
 - Support internal preparation schedule and communications
 - Compile, prepare, and distribute materials Advisory Board meetings
 - Collect, file, and compile press clips on an on-going basis for Advisory Board communications and other development purposes

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- Manage Fisher Center incoming and outgoing postal mail
 - Involves the opening of all non-confidential mail pieces and the scanning & reporting of any mailed revenue, special event invitations, or institutionally relevant materials to appropriate staff, and distribution of mail directly to the Box Office, ED, AD, and other department heads
- Facilitate cross-department and cross-program communication; resolve day-to-day administrative and operational issues between programs and departments
- Prepare and distribute staff meeting agendas and materials; reserve meeting locations; support setup and breakdown meeting spaces; take minutes and distribute as appropriate
 - Regular meetings this applies to: all-staff meetings; senior staff meetings; advisory board meetings; other internal meetings as needed.
- Assist with planning and execution of assigned special events
 - Support management of RSVP lists, email communication, check-in, and recording of attendance data
- Provide administrative support including project filing and archives, errands, research and reporting, information technology support, receiving and directing visitors, and document editing
- Assist with arrangements for VIP visitors; conduct campus and Center tours as needed; maintain familiarity with Fisher Center events and artists, Bard College facilities, events, departments, personnel, and local area attractions and geography
 - Includes booking area accommodations and travel for VIPs as needed
- Fulfill other duties as assigned

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

- At least 3 years professional work experience in administrative roles.
- Interest or background in the arts, with experience and/or studies in the performing arts preferred, but not required.
- A welcoming demeanor and positive attitude are a must.

FISHER CENTER

- Ability to 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.
- Valid driver's license and access to a vehicle and/or ability to travel reliably locally is preferred.
- Must be available for some evenings and weekends, as needed for special projects or events
- Proficiency with Google Suite (Sheets, Docs, shared Drives, Calendar) 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://formfaca.de/sm/fLP4ef2e9>.

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

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

Applications will be reviewed on a rolling basis, until 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 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

FISHER CENTER

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 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 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.