

PRODUCING COORDINATOR

OVERVIEW

The Producing Coordinator provides administrative support to a wide ranged portfolio and multi-faceted functions of the producing department at the Fisher Center at Bard, which facilitates Fisher Center productions and presentations (including Bard SummerScape and Bard Music Festival), touring projects, residency projects, special events, rentals, co-productions, and partnership programs.

This position reports to the Fisher Center at Bard's Director of Artistic Planning and Producing and works closely with the Producer, SummerScape Opera, the Associate Producer, and the Producing Operations Manager.

Work for this position can primarily be completed remotely and will require approximately 30-35 hours a week, except in the summer season when the position will be located in Annandale on Hudson (on campus housing provided, if needed) and additional hours may be required. Hours per week are flexible and subject to change, depending on shifts in needs.

The term of this position will continue through December 31, 2022. This is a non-exempt (over-time eligible), hourly position, \$18–25 per hour, commensurate with experience.

RESPONSIBILITIES

- Provide administrative support to the Director of Artistic Planning & Producing, and to the Producer, SummerScape Opera when necessary.
 - Calendar management and scheduling.
 - Correspondence and communication management, including agendas and meeting notes.
- Provide logistical support to all projects as necessary.
 - Support the Producing Operations Manager in expense and budget tracking for the Producing department and all projects/productions; reconcile monthly credit card statements.
 - Support Producing Operations Manager with drafting and execution of contracts and appointment letters; support tracking of all personnel, logistic, and contracting details.
 - Collect W9 or appropriate Bard HR paperwork from vendors and artists; generate check requests for producing-related fees and payments.

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- Support the flow of project and artist information and materials for project marketing and communications; arrange logistics for project documentation and collateral (photography, video, program notes, etc.) for all Fisher Center projects.
- Manage and catalogue programming archives, including documentation.
- Coordinate artist and company comp ticket requests, house seats, and other special ticket offers.
- Support the Producing Operations Manager in artist services and company management special events and operations.
- Assist with Community Outreach and Engagement efforts as assigned.
- Oversee special projects as assigned.
- Attend weekly meetings 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

- Ability to manage multiple project and area needs/priorities, and work effectively both as a team and independently.
- Exception organization, hospitality, and problem-solving skills.
- Outstanding communication skills, superior attention to details.
- At least 2 years professional work experience, preferably in arts administration, producing, company management / artist services, or similar roles.
- Appreciation and knowledge of the multi-disciplinary arts community domestically and abroad is a plus.
- A welcoming demeanor and positive attitude are a must.
- Ability to be flexible, have an all-hands-on-deck attitude, and possess a willingness to jump in to handle high-priority tasks.
- 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.
- Proficiency with Google Suite (Sheets, Docs, shared Drives, Calendar) and Microsoft Office (specifically, Word and Excel).

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TO APPLY

Complete the application form here: <https://formfaca.de/sm/JtH8iJsOD>.

Applications for this position 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

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 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.

Presenting more than 200 world-class events and welcoming 50,000 visitors each year, the Fisher Center supports artists at all stages of their careers and employs more than 300 professional artists annually. The Fisher Center is a powerful catalyst of art-making regionally, nationally, and worldwide. Every year it produces 8 to 10 major new works in various disciplines. Over the past five years, its commissioned productions have been seen in more than 100 communities around the world. During the 2018-19 season, six Fisher Center productions toured nationally and internationally. In 2019, the Fisher Center won the Tony Award for Best Revival of a Musical for Daniel Fish's production of *Oklahoma!* which began life in 2007 as an undergraduate production at Bard and was produced professionally in the Fisher Center's SummerScape Festival in 2015 before transferring to New York City.

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. 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.

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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.