

# PRODUCTION COORDINATOR

## OVERVIEW

The Production Coordinator's (PC) primary responsibility is to assist the Production Manager (PM) with 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 PC will also assist the PM with 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 PM reports directly to the Production Manager 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.

This is an in-person, year-round, non-exempt (overtime-eligible), hourly position paid at an **hourly rate range of \$18–23/hr**, commensurate with experience. Hours will average 30–40 hours/week, with the potential for overtime. This position will require working some nights and weekends.

## RESPONSIBILITIES

- Assist the PM in the planning and execution of all production elements of each Theater & Performance Program and Dance Program production.
- Assist in the scheduling of production and design meetings.
- Attend design and production meetings; take and distribute detailed minutes.
- Run design and production meetings in the absence of the PM.
- Assist in the creation and maintenance of production documents including but not limited to calendars, schedules, budgets, labor plans, and purchase tracking.
- Assist the PM in the hiring, training, and management of student assistant stage managers.
- Assist Stage Managers in the running of technical rehearsals.
- Maintain rehearsal studios, meeting rooms, and call boards.
- 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.

### 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 five years of professional experience preferred.**
- **Experience supervising a team and working with students or in educational settings.**
- **Experience managing budgets, schedules, and calendars.**
- **Basic knowledge of 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 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 include Rhinebeck, Tivoli, and Red Hook, New York.

## TO APPLY

Complete the application form here: [https://formfaca.de/sm/X5q4Qd\\_bg](https://formfaca.de/sm/X5q4Qd_bg).

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 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

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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 162-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 THE SUMMERSCAPE FESTIVAL**

SummerScape is a world-renowned multi-arts festival presented by the Fisher Center at Bard. Over eight weeks this summer (June–August), Bard SummerScape returns with a full season of dance, theater, opera, music, and the beloved Spiegel tent, culminating in the 32nd annual Bard Music Festival, *Sergei Rachmaninoff and His World*. Productions will be staged in Bard's Frank Gehry-designed Fisher Center for the Performing Arts, adhering to rigorous health and safety protocols while celebrating the joys of live performance.

## **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 1,000 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 13 programs; nine early colleges; and numerous dual-degree programs nationally and internationally. Building on its 162-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](http://bard.edu).