

HOSPITALITY ASSISTANT

OVERVIEW

Over eight weeks this summer (June–August), Bard SummerScape, a multi-arts festival presented by the Fisher Center at Bard, returns with a full season of dance, theater, opera, music, and the beloved Spiegeltent, staged for in-person audiences from Bard's idyllic 1,000-acre campus and its Frank Gehry-designed performing arts center while adhering to rigorous health and safety protocols.

The Hospitality team works as the key artist, staff, and crew 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.

Hospitality Assistants report to the Hospitality Managers and work closely with artists, production staff, project producers, administrative staff, and box office staff.

While prior experience is helpful, we are accepting applications from entry-level candidates, including current and/or recently-graduated students who are eager team players and are willing to receive training on specific tasks related to being a Hospitality Assistant.

This is a seasonal position from **approximately May 31 to August 19**, non-exempt (overtime-eligible), paid **hourly at a rate of \$13.20/hr**. Hours will average 35–40 hours/week, with potential for overtime.

Local residence is required from May 31 to August 19; campus housing will be provided free of charge if needed.

RESPONSIBILITIES

General responsibilities include, but are not limited to:

- Assisting with the day-to-day facilitation of check-ins, travel, housing, and meals/hospitality for festival artists and staff.
- Staffing the festival concierge desk to assist with company member check-in/check-out, general orientation, and questions.
- Driving company vehicles for various festival needs, including, but not limited to, artist pick-ups (including local train station and NYC-area airports), grocery store runs, and errands.
- Assisting with key distribution, housing preparation, maintenance, and room turn-overs.
- Supporting COVID testing and contact tracing as needed; training will be provided.

Company-Wide Responsibilities:

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- 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

- Experience in the hospitality, retail, or customer service roles; experience in the performing arts is a plus.
- A welcoming demeanor and positive attitude are a must. Hospitality 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.
- Ability to lift up to 45 pounds.
- 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://formfaca.de/sm/DPehRh_F9.

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.

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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. 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 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 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 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

Bard

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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 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.