

## **FRONT OF HOUSE STAFF**

### **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 Spiegel tent, 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.

Front of House (FOH) staff are part of the Audience Services team and help create the first impression guests have when attending performances. We seek to create an accessible, welcoming, and inclusive environment for all our guests and staff.

The Front of House team is made up of Ushers, Parking Attendants, and Golf Cart Drivers. All report to the House Manager and work closely with the box office team, production team, and other Fisher Center staff members.

This is a great entry-level opportunity for current/recently graduate students who are looking to gain some experience working in the arts.

This is a seasonal non-exempt part-time position from **approximately mid-June to mid-August 2022**, paid **hourly at a rate of \$13.20/hr**. Hours are approximately 15–25 hours per week, depending on the availability of the candidate.

This position requires local residence; campus housing may be provided.

### **RESPONSIBILITIES**

#### **USHERS**

Ushers are responsible for the comfort and assistance of audience members. Ushers are also responsible for making sure that audience members follow the rules of the house and COVID-19 safety measures as directed by New York State Department of Health, Bard College, and the Fisher Center. They are assigned a variety of tasks, including taking tickets, greeting audience members, directing audience members to their seats, assisting guests with accessibility challenges, and handling a variety of customer service requests.

#### **PARKING ATTENDANTS**

Parking Attendants maintain order and safety on the roads and in the parking lots. Parking Attendants are assigned a variety of tasks, including directing traffic, giving directions, and monitoring crosswalks. Safety vests, light sticks, and walkie talkies are provided.

## **GOLF CART DRIVERS**

Drivers are responsible for running our complimentary golf cart service for limited-mobility patrons. Drivers must have held a driver's license for a minimum of one year, and must complete the Bard Driver certification process, which includes an online course and in-person road test. Drivers are paid for time spent getting certified and are reimbursed for all certification fees. Drivers must be at least 16 years old.

## **BUS AMBASSADOR**

The Bus Ambassador serves as a representative of the Fisher Center and is responsible for coordinating bus transportation for guests visiting from New York City and captaining each SummerScape coach trip to and from the Fisher Center. They are assigned various tasks such as monitoring bus capacities and reservation numbers, creating and deploying all guest communications regarding travel logistics, ensuring an on-time departure and return trip, logging and accommodating special requests (1-way riders press, etc.), logging, reporting, and resolving passenger issues, and creating and distributing "ride-report" following each trip.

### 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**

A Front of House staff member must have customer service experience, superior attention to detail, and a passion for the arts. They must possess a positive work attitude, enjoy interacting with people, and be able to work nights and weekend hours. A current driver's license and/or reliable transportation is required.

## **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.

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## **TO APPLY**

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

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](mailto: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 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

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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 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](http://bard.edu).