

## **SPIEGELTENT SITE SUPERVISOR**

### **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 campus and its Frank Gehry-designed performing arts center.

The Spiegeltent Site Supervisor has the primary responsibility and oversight of the facilities and grounds of the SummerScape Spiegeltent. This role ensures that all facility users have a comfortable, functional, and safe environment in which to present and experience the performing arts.

This role reports to the Fisher Center Facilities Manager and is overseen on a daily basis by the Spiegeltent Operations Manager. They will work closely with other members of the Fisher Center building operations staff, production staff, Bard's Buildings & Grounds and Environmental Services departments, the Spiegeltent Production Stage Manager, and external vendors and service providers.

This is a seasonal, exempt position from **June 6 to August 10, 2022**, compensated at **\$10,250**.

Hours will be approximately 40 hours/week from June 6 to August 10. Once the performance season begins (June 24), evening and weekend work is required.

Local residence is required; campus housing will be provided free of charge, if needed. Meals will also be provided and available at campus dining facilities.

### **RESPONSIBILITIES**

General responsibilities include, but are not limited to:

- Oversee the installation, upkeep, and de-installation of the structures, systems, and premises of the SummerScape Spiegeltent including carpentry, landscaping, plumbing, electrical, air conditioning, refrigeration, refuse removal, and cleaning.
- Complete or arrange repairs to the Spiegeltent structures, systems, and premises, including common issues such as remedying leaks, troubleshooting electrical service, and making interior carpentry repairs.
- Assist with the day-to-day operation of the Spiegeltent including event setups, changeovers, and takedowns.
- Oversee Spiegeltent restroom facilities, including regular pump-out service, and cleaning by Bard College Environmental Services.
- Maintain temporary installations such as office trailers, tents, fencing, and storage.
- Support the work of the Bard College Environmental Services department in the Spiegeltent to ensure the facility is regularly and properly cleaned.

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- Monitor building systems during Spiegel tent and Fisher Center events.
- Monitor and report safety and code compliance issues to the Facility Manager.
- Coordinate Bard College Buildings & Grounds work orders for special event setup needs (such as additional tables and chairs) or repairs with the Facility Manager.
- Respond to building emergency issues in the Fisher Center and the Spiegel tent.
- Attend weekly production meetings and staff meetings.
- Complete other facility and building operation duties as assigned.

Sample schedule (subject to change):

Spiegel tent setup and takedown weeks: Monday to Friday, 8am-4pm

Festival weeks – average 40 hours per week to include: Wednesdays as needed for upkeep and notes, Thursdays-Sundays for venue prep prior to artist arrival/sound check, venue prep prior to opening for the public, and then forward through venue closing each evening; plus site upkeep and/or additional events at other times as needed. The schedule is subject to change.

## 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**

- At least 3 years of professional and supervisory experience in facilities management or technical work; experience in the arts preferable but not required.
- Possess a supervisory level knowledge of building trades, including plumbing, electrical, carpentry, and HVAC.
- Provide customer-friendly contact with the general public and visiting artists.
- Exhibit a collaborative outlook and work well with the Fisher Center team.
- Be available on nights and weekends throughout the summer.
- 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.
- Valid driver's license; van driving experience is a plus.
- Must be available for evenings and weekends, as needed.
- Proficiency with Google Suite (Sheets, Docs, shared Drives) and Microsoft Office (specifically, Word and Excel).

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## **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://forms.gle/Yvr99xBy5zt3fkFR9>

**Please submit application by 12:00PM Friday, May 13 for best consideration.**

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 Spiegeltent, 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

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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.

## **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 159-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).