

DEVELOPMENT INTERN

OVERVIEW

The Development Intern works with the Development (Fundraising) Team to assist the organization in meeting its fundraising goals. This is done primarily through cultivation and stewardship activities that support and grow the Fisher Center and Bard Music Festival's individual giving programs during Bard SummerScape, the most active season for the Fisher Center. In 2023, SummerScape falls within the Fisher Center's 20th Anniversary Season.

The Development Intern reports to the Associate Director of Development to provide support to the full Development Team. The Development Intern is also in regular contact with the Fisher Center's Administration, Audience & Member Services, and Producing departments, as well as staff of Bard College's Office of Development and Alumni/ae Affairs, including the Special Events team. This job is ideal for those seeking to learn about arts administration and build skills through a broad range of experiences and relationships.

This is a seasonal, non-exempt (overtime-eligible) position, approximately 30 hours/week, paid at an **hourly rate of \$14.20/hr.**

While some tasks can be performed remotely, this role will require on-site presence at the Fisher Center for meetings, performances, and events.

The job dates are **June 1–August 23, 2023**. The start and end dates can be flexible, with the option to begin paid training before June 1.

Food and lodging will be provided free of charge starting in early June if needed, though air-conditioned housing is not guaranteed.

RESPONSIBILITIES

General responsibilities include but are not limited to

Assisting with special events, including support of communications, on-site logistics including set-up and breakdown, RSVP tracking and guest management, and other event planning tasks around SummerScape and Bard Music Festival performances.

Helping with individual giving-related activities, including staffing dedicated member areas at in-person performances, encouraging visitors to become annual supporters of the Fisher Center or Bard Music Festival, assisting with the distribution of member benefits and items for donor recognition, and serving as an additional point of contact for our current and potential donor base.

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Using Tessitura, our customer relationship management software, to look up patron information, generate attendee and development reports, enter research on ticket buyers, and help with any other data-based projects.

Completing data tracking and analysis projects in support of donor prospecting and grant reporting. Performing office duties such as keeping office inventories, taking notes in meetings, documenting information in Confluence, and assisting with official Fisher Center mailings to patrons and the general public alike.

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 on 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

Basic administrative or customer service work is ideal.

Proficiency with Google Team Drives and Documents and Microsoft Office (specifically Word and Excel) is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

Strong written and verbal communication skills and superior attention to detail.

Eagerness to learn and speak about Fisher Center programming, Bard College, and the performing arts with a wide range of audience members.

A strong work ethic and the ability to adapt to changing circumstances.

Ease of working both independently and closely with other team members.

PREFERRED QUALIFICATIONS

Interest or background in the performing arts is highly encouraged.

An undergraduate, pre-professional, or equivalent experience in fundraising and/or administration is preferred but not required.

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WORKING CONDITIONS

Combination of office and event work, including sitting and standing as well as nighttime and weekend responsibilities

Direct, face-to-face contact with a large audience and donor population

Fast-paced, relationship-driven professional environment

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/zuYcTmeB7>.

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. 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.

FISHER CENTER

The Fisher Center offers outstanding programs to many communities, including the students and faculty of Bard College, and audiences in the Hudson Valley, New York City, across the country, and around the world. Building on a 163-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.

Learn more about the Fisher Center, its programs, and its values at fishercenter.bard.edu/about.

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 163-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.