

## ASSISTANT TECHNICAL DIRECTOR

### OVERVIEW

The Assistant Technical Director (ATD) is responsible for assisting the Technical Director in the preparation, organization, and safe execution of the scenery for productions, residencies, concerts, and special events (both on- and off-site as well as online) produced by the Fisher Center, Bard's Theater & Performance and Dance Programs, and Bard SummerScape Festival. Additionally, this position supports in-person performances at the Fisher Center featuring The Orchestra Now, Bard College Conservatory of Music, and rental/partnership programs.

Reporting directly to the Fisher Center's Technical Director, the ATD works with professional and student labor, other members of the FC Production Department, commercial scene shops, and various vendors to ensure that all scenic elements are executed on time, on budget and in alignment with and in service to the FC's artistic mission.

The hours for this position will vary due to the needs of the individual productions. This position requires 20-30 hours a week during the academic year, though more hours may be necessary. During the SummerScape festival, this position will require approximately 40 hours a week and will often go into overtime hours.

This is a non-exempt (overtime eligible) hourly position with a rate range of **\$26–28**, commensurate with experience level.

This position requires in-person work at the Fisher Center.

### RESPONSIBILITIES

- Maintain a safe, healthy, and inclusive workplace at all times.
- Assist the Technical Director in creating labor and material estimates and budgets.
- Assist the Technical Director in creating load-in and strike schedules and plans.
- Supervise professional and student crews in conjunction with the Technical Director.
- Assist the Technical Director in the training of student labor.
- Work with the Technical Director to ensure safe, organized, and efficient working areas in the scene shop, the theaters, and production storage areas, including offsite storage.
- Maintain tools and equipment and assist in making physical improvements as needed.
- Assist with the purchasing of scenic materials and supplies, including shop supplies.

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- Assist with the organization and maintenance of stock scenery and props.
- Assist in the technical design of scenery.
- Serve on run crews, assist with load-in, strike, and notes, and attend technical rehearsals as needed.
- Assist the Technical Director in bidding shows to commercial scenery shops.
- Participate in Production Meetings, staff meetings, and design meetings as needed.
- Other duties as assigned by the Technical Director and Director of Production.

## 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

## **REQUIRED QUALIFICATIONS**

### **EXPERIENCE**

- High school diploma or equivalent required.
- Demonstrated leadership experience in technical theater, with experience as an ATD a plus
- Experience with budget creation and management.
- Experience with drafting scenery
- Experience with theatrical rigging, welding, carpentry, and paint techniques.
- Strong communication and interpersonal skills.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- A broad skill base and knowledge in areas such as carpentry, welding, engineering, and construction.
- Knowledge of standard theatrical construction methods.
- Familiarity with theatrical rigging practices, chain motors, counterweight systems, load tolerances, and rigging safety procedures.

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- Familiarity with theatrical drafting practices.
- Familiarity with and ability to use power tools and other shop equipment.
- Ability to manage, train, and supervise student and professional labor.
- Ability to manage crew in multiple spaces or locations.
- Ability to quickly solve problems that may arise unexpectedly to get work done efficiently and safely.
- Ability to remain calm during high-pressure situations.
- Ability to work in an organized, self-directed, and detailed manner.
- Familiarity with the Google App suite, Vectorworks, and/or AutoCAD.
- Ability to work evenings, weekends, and holidays as determined by the production schedule.
- Ability to push, pull, hang, reach, lean, and balance.
- Ability to work while wearing appropriate PPE for the task at hand.
- Strong multitasking abilities, as well as the ability to work well and flexibly under pressure in a team-driven environment.
- Successful candidates possess strong communication skills and keen attention to detail. They are collaborative, self-motivated, and bring a positive, can-do attitude!

## **PREFERRED QUALIFICATIONS**

- Familiarity with the performing arts. Experience with multiple disciplines, including but not limited to opera, dance, theater, interdisciplinary, and various genres of music, is a plus.
- Experience in a multi-venue performing arts center.
- Advanced drafting abilities in either AutoCad or VectorWorks.

## **WORKING CONDITIONS**

- Regularly exposed to vibrations and noises from machinery.
- Frequently moving and lifting objects up to 50 lbs.
- Frequently works at heights above 6 feet.
- Frequently works in show conditions with theatrical and atmospheric elements including but not limited to: haze, strobes, dim lights, loud sounds, dry ice, and more.
- Extended periods of standing and sitting.

## **LOCATION**

Bard's beautiful 1,000-acre campus is situated on the east bank of the Hudson River in

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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/HF2AMqilm>.

Applications 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 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. 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](https://fishercenter.bard.edu/about).

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## **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 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](http://bard.edu).