

ASSISTANT ORCHESTRA STAGE MANAGER

OVERVIEW

The Assistant Orchestra Stage Manager is part of the Production team and will support Orchestra Stage Management in the coordination and execution for assigned productions at the Fisher Center. They report directly to the Orchestra Stage Managers and the Associate Orchestra Production Manager and will work closely with other production team members, designers, and artists.

This is an in-person part-time position, paid **hourly at a rate of \$19**. Hours will average 26 plus hours per week, depending on rehearsal schedules.

RESPONSIBILITIES

- Maintain a safe, healthy, and inclusive workplace at all times
- Assist Orchestra Stage Manager with coordinating artist needs, orchestral setups, and running rehearsals and performances
- Act as lead to Stage Crew to set up and strike rehearsals and performances
- Act as Deck Supervisor for rehearsals, concerts, and lectures. This includes, but is not limited to:
 - Assist Orchestra Stage Manager with coordination of stage crew
 - Assist Orchestra Stage Manager with coordination of stage changes
 - Calling cues for rehearsals/dress and performances as needed
 - Maintain up to date paperwork including stage plots, run sheets, etc.
- Attend rehearsals and run post rehearsal production meetings, as needed
- Other duties as assigned by the Orchestra Stage Manager or the Associate Orchestra Production Manager
- This invaluable person relays all of the cues to the back-stage crews, monitors the orchestra before and during both rehearsals and shows, and relays information back to the stage manager so that they can make informed decisions
- Help the Stage Manager ensure the stage or rehearsal space is ready for each rehearsal. This could include sweeping, setting up risers, chairs, stands, and all things needed within the plot.

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

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REQUIRED QUALIFICATIONS

EXPERIENCE

- Basic knowledge of the performing arts
- Strong communication and interpersonal skills

KNOWLEDGE, SKILLS, AND ABILITIES

- Basic knowledge in the practices and procedures of all theatrical departments
- Working knowledge of Google Suite
- Ability to sit or stand for extended periods of time
- Ability to climb stairs
- Ability to move and lift objects up to 50lbs
- Ability to remain calm during high-pressure backstage situations
- Ability to work nights, weekends, and holidays, as set by production schedule
- Successful candidates possess strong communication skills and a keen attention to detail. They are collaborative, self-motivated, and bring a positive, can-do attitude!

PREFERRED QUALIFICATIONS

- Knowledge of a variety of performing arts, including dance, theater, and opera, and experience working with actors, musicians, and performers
- Previous orchestral or theatrical or live event stage management experience
- Experience managing budgets, schedules, and calendars and run sheets
- Experience with orchestra
- Ability to read music

WORKING CONDITIONS

- Frequently works in environments with theatrical and atmospheric elements including but not limited to: haze, strobes, dim lights, loud sounds, dry ice, and more
- May work in outdoor conditions or event tent conditions with limited temperature control
- May often be asked to travel between multiple performance and rehearsal locations on campus in a single day, traveling by vehicle or foot

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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://formfacade.com/sm/46eq1cIIC>. 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.

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.

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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.