

POSITION TITLE: Spiegeltent Artist Services Representative

REPORTING RELATIONSHIPS:

The Spiegeltent Artist Services Representative reports to the Senior Producer and works closely with the Spiegeltent Guest Curator, Spiegeltent Venue Manager, Spiegeltent PSM, and SummerScape Company Manager.

POSITION SUMMARY:

The Spiegeltent Artist Services Representative plays a critical role in the successful execution of the Spiegeltent program. This position acts as the frontline artist services representative to all guest performers, supports all aspects of the Cabaret, After Hours, Jazz, and Special Events series from artist arrival to departure, and assists the Guest Curator as required.

For the 2018 SummerScape season, the Spiegeltent Artist Services Representative must be available for prep the entire week of June 11, every Wednesday through Sunday thereafter through August 19, and necessary days the following week to close out the season. The Spiegeltent Artist Services Representative must hold a valid driver's license and be willing to complete certification to become a Bard-approved driver. Travel to Bard and housing on-site are provided, as is dinner on evenings when the Spiegeltent is open.

RESPONSIBILITIES:

- Advance visiting artist support arrangements (travel, housing, etc.) and coordinate with SummerScape Company Management, Business Manager, and Spiegeltent PSM.
- Serve as the key artist services representative at Spiegeltent performances and rehearsals on Thursdays, Fridays, Saturdays, and some Sundays, coordinating requests and fulfillment with Company Management and Spiegeltent Stage Manager.
- Serve as the primary guest artist and company management point of contact from guest arrival to departure.
- Prep housing for Guest Curator and artists staying with the Guest Curator; conduct guest room changeovers when guests depart (coordinate cleaning with Company Management, purchase supplies, some laundry).
- Shop for and set up hospitality both at the Guest Curator's house and for rider fulfillment in the Spiegeltent greenroom.
- Coordinate and provide train pick ups/drop offs and local transportation as needed.
- Help manage and maintain daily schedule for Guest Curator and guests.
- Attend sound checks with Guest Curator to assist with artist services.
- Attend all programming on Thursdays, Fridays, Saturdays, and some Sundays to assist with artist services, donor cultivation and stewardship needs, and VIP guest services.
- Assist with prop and costume prep, run-of-show, and stage/house changeovers as needed.
- Fulfill the role of emcee when needed.
- Attend Spiegeltent Production Meetings.
- In collaboration with the other members of the Spiegeltent team, create and maintain the desired atmosphere for artists and patrons.
- Assist Guest Curator with personal errands and professional tasks as required.
- Fulfill other duties as assigned.

To apply, please send one PDF file via email with a resume and cover letter detailing your qualifications and experience to: fishercenter@bard.edu with the subject line: **Spiegeltent Artist Services Application**.

Application deadline is February 23rd.