

## **Position Specification**

Director of Finance  
Bard Fisher Center

**FISHER  
CENTER**  
Bard

### The Position

The Richard B. Fisher Center for the Performing Arts (Fisher Center) seeks a Director of Finance to lead its business efforts and steward expansion opportunities. The Director of Finance is a new position with the opportunity to create systems and processes for a dynamic, growing organization.

### Background

The Fisher Center creates moments that inspire curiosity, learning, and civic participation. We believe that artists are uniquely able to lead discourse on the most urgent questions of our time, and that substantial, long-term investment in artistic innovation is vital to a well-balanced society. We seek to create a vibrant ecosystem for the arts locally, nationally, and internationally. Each year, the Fisher Center presents 200 events, welcomes 50,000 visitors, and engages 300 artists. We work at the intersection of student learning, professional artistic practice, and public life. As the central multi-venue arts platform in our region and a core program of a trailblazing global liberal arts college, we realize Bard's commitment to the arts as a cultural and educational right for all.

Located in New York's Hudson Valley, about 90 miles north of New York City, the Fisher Center serves communities and populations within a dynamic political, economic, and creative corridor. The Fisher Center is the cultural hub of the College, and home to Bard student and faculty work in the performing arts. Locally, we provide world-class arts experiences in a semi-rural region. We are a significant source of local economic prosperity, as well as a leading provider of arts education. Regionally, we address the lack of space and funds for New York City artists to create new work, particularly over long periods of development, and 30 percent of our audiences come from the New York metropolitan area. We produce new works that tour nationally and internationally: In the past five years, Fisher Center-commissioned projects have travelled to 100 communities around the world, while 30 percent of visitors to the Center come from outside New York. [fishercenter.bard.edu](http://fishercenter.bard.edu)

### The 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. The Director of Finance's responsibilities will take place at the Fisher Center.

### Responsibilities

The Director of Finance reports to the Fisher Center's Executive Director. Responsibilities are fulfilled in close coordination with the Bard Controller's Office and the Bard Office of Human Resources, among other key collaborators. The Fisher Center and related programs have an

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annual budget of \$7.5M and engage 400 employees in full-time, part-time, seasonal, and student employment.

**Financial Management:** Creating annual budget with ED and staff colleagues; budget management, forecasting, performance metrics, and analysis; preparation of P&L reports and accompanying narratives; creation of project and program-specific budgets and reports; development and implementation of revenue enhancing and cost-efficient practices; vendor procurement including communication with vendors regarding payments and services; process, prepare, and record invoices; management of pro-rata revenue and expense allocations within a complex, multi-stakeholder environment; coordination of risk management and insurance needs; account reconciliations within Bard's general ledger; oversight of petty cash, corporate card expenses, staff and artist reimbursements; spending controls, cash flow projections, and A/P and A/R management with the Bard Controller's office; effective communication of financial matters with all stakeholders; interfacing directly with colleagues, artists, vendors, and Board members.

**Human Resources:** Facilitation of new employment letters and independent contractor agreements; participation in employee on- and off-boarding processes; coordination of regular performance evaluation process; creation and implementation of consistent hiring practices and pay scales across departments; training and support of hiring managers; processing of non-exempt and student employee time sheets; interface with artistic and creative personnel represented by collective bargaining agreements; support compliance efforts.

### Key Traits

- Flexible, collaborative, and driven.
- Strong sense of a personal integrity and accountability.
- Thrives in a deadline-driven environment.
- Acute attention to detail, highly organized, and willing to learn.
- Always striving to make systems as efficient, organized, and accurate as possible.
- Adept at technology and able to quickly learn industry- and organization-specific software applications.
- Ability to multitask while prioritizing one's duties.
- Enjoyment from working with a diverse group of colleagues, vendors, artists, and other stakeholders.
- Comfortable maintaining focus on core business needs while being responsive to new and evolving initiatives.
- Love for the performing arts.

### Qualifications

- Substantial, relevant experience in positions of progressive responsibility with organizations of similar scope and ambition.

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- Experience in the not-for-profit sector preferred.
- Formal education or professional certifications in finance or business management (such as an accounting degree, CPA, FP&A, MBA) are a plus.
- Familiarity with general ledger software.
- Experience with G Suite and MS Office.
- Availability for occasional participation in evening and weekend activities when required.
- Ability for occasional travel within the greater NYC metro area when required.

### To Apply

Interested and qualified candidates should follow this link: <https://apply.interfolio.com/57431> to submit the following items for consideration:

- Cover letter, outlining interest in and qualifications for the position as well as salary requirements
- A current résumé

Bard College is an equal opportunity employer and we welcome applications from those who will contribute to our diversity. [AA/EOE]