

POSITION TITLE: Administration and Producing Intern

REPORTING RELATIONSHIPS:

The Administration and Producing Intern reports to the Senior Producer and the Producer, SummerScape Opera and works closely with the Assistant Producer and Director of Finance. The Administration and Producing Intern is also in regular contact with the Fisher Center's Company Management, Special Events, Audience & Member Services, and Production departments.

POSITION SUMMARY:

The Administration and Producing Intern works with the Producing and Finance Team to assist the organization in executing Bard SummerScape, eight weeks of dance, theater, opera, classical music, film, and live music.

Employment begins on June 5th and ends on August 21st.

Interns are paid an hourly rate of \$11.10.

On-campus housing is available.

RESPONSIBILITIES:

General responsibilities include, but are not limited to:

- Assisting the Producing and Finance team with day-to-day administration and project management of all SummerScape and Spiegeltent events.
- Coordinating, along with the Assistant Producer and Company Management, fulfillment of artist services for arrivals, on-site needs, and departures of all visiting artists and company members.
- Office duties such as expense and cash-advance reconciliation reports, check requests and account coding, and house seat and company comp ticket management, communication, and processing.
- Complete other duties as assigned by the Producing and Finance Team.

QUALIFICATIONS:

- Excellent writing, organization, and communication skills and superior attention to detail.
- Must be able to work well both independently and closely with other team members, and is comfortable working in a fast-paced environment and able to spot and solve problems quickly.
- Only candidates with a valid driver's license will be considered.

- Interest or background in the performing arts is highly encouraged, with an undergraduate or equivalent experience in arts administration preferred, but not required.
- Must be proficient in working with Google Team Drives and Documents, Microsoft Office (specifically Word, Excel and Powerpoint). Tessitura experience is ideal, but not required.