



SPOLETO FESTIVAL USA

14 George Street, Charleston, SC 29401-1524
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JOB TITLE: Company Manager

SUMMARY: The Company Manager position is a full-time, year-round position in the Artist Services Department of Spoleto Festival USA. The responsibilities for the position are broad and may vary depending on the particular needs of the upcoming season.

DUTIES AND RESPONSIBILITIES: Company Manager will devote a significant amount of time to identifying, securing, and facilitating housing arrangements for the roughly 600 festival artists. This will require the Company Manager to not only serve as a liaison between artists and local property managers, but also maintain ongoing relationships with property owners. In addition to coordinating individual artist housing, the Company Manager will also work with the College of Charleston to arrange dormitory accommodations and work with hotels to coordinate group reservations. The Company Manager will also troubleshoot all post-arrival housing problems as well as tend to artists' special needs and requests throughout the Festival.

In addition to coordinating housing, he or she will assist in arranging travel for workshops and auditions, preparing artist visa petitions, budgeting, tracking rights and royalty agreements, providing guidance and support to seasonal staff, basic office administrative work, preparing arrival documents for artists and other projects and responsibilities as they arise. The Company Manager will also work with other departments to facilitate work—such as development and marketing efforts—that involve artists.

The Company Manager position offers a unique and hands-on opportunity to see and learn the ins and outs of producing an international performing arts festival. This position is ideal for someone interested in pursuing a career in arts administration and has some experience in the field.

QUALIFICATIONS/REQUIREMENTS: The Artist Services Department is a highly collaborative department in which each member has distinct areas of responsibility. Candidates for the Company Manager position must be able to work both effectively and efficiently in a group setting, but also take initiative and work independently as needed.

Additional requirements include the ability to multitask, anticipate and solve problems under intense pressure, ability to pay very close attention to detail, excellent organizational and communication skills, fluency with Microsoft Office programs, and proficiency in internet research. Prior experience in arts administration, coordinating large-scale events, and/or property management is preferred. Extensive knowledge of the downtown Charleston area is a plus as well.

The Artist Services Department can be an extremely fast-paced, demanding work environment, and for at least three months of the year very long working hours, including work on weekends, are standard and expected.

ABOUT THE FESTIVAL: For 17 days and nights each spring, Spoleto Festival USA fills Charleston, South Carolina's historic theaters, churches and outdoor spaces with more than 140 events featuring artists from around the world performing opera; theater; ballet, contemporary, and postmodern dance; music theater; jazz, chamber, contemporary, and symphonic music; and visual arts. Spoleto Festival USA is internationally recognized as America's premier performing arts festival.

The Festival mission is to present programs of the highest artistic caliber while maintaining a dedication to young artists, a commitment to all forms of the performing arts, a passion for contemporary innovation, and an enthusiasm for providing unusual performance opportunities for established artists.

TO APPLY: Please send a resume and cover letter to Producing Assistant, Sara Bennett, at sbennett@spoletousa.org with the subject line "Company Manager Search." Applications will be reviewed on a rolling basis. No phone calls, please.