

SPOLETO FESTIVAL USA

Director of Production

About Spoleto Festival USA:

Founded in 1977 and based in historic downtown Charleston, South Carolina, over 17 days and nights in May and June, the Festival presents and produces over 150 performances of opera, theater, dance, and chamber, symphonic, choral, and jazz music and is internationally recognized as America's premier performing arts festival.

The Festival engages over 350 seasonal employees as members of its orchestra, chorus, production, box office, and administration teams as well as various performing artists and companies.

Job Description:

The Director of Production works closely with the General Director as well as the Director of Artistic Planning and Operations to develop the program, schedule, and production budget for each annual Festival.

The Director of Production must provide all necessary technical management for the safe and efficient operation of the Spoleto Festival USA Production Department.

Duties:

- Budgeting technical elements for each annual Festival
- Scheduling technical elements for each production based on Festival performance calendars
- Coordinating communication between artistic personnel and determining technical needs for each production—including scenery, lighting, special effects, props, sound, wardrobe, hair, makeup, labor requirements, shipping, and local cartage
- Supervising construction of all new scenery for each annual Festival
- Supervising and negotiating the rental and/or purchase of all lighting, sound, soft goods, mechanization, support, rigging, and other technical theater equipment as deemed necessary by DOP and SPOLETO management
- Managing and arranging the importation, transportation, customs clearance, refurbishment and return of scenery, costumes, and other elements from foreign countries as necessary for each Festival
- Negotiating terms and contracting all Production Department salaried staff
- Negotiating, on behalf of SPOLETO, terms of IATSE Local 333 contract, whenever it comes up for renewal (usually every three (3) years)
- Supervising and managing all SPOLETO Production Department Staff including IATSE Union Staff during each Festival
- Interfacing and coordinating with all designers, directors, and visiting technical staffs for all events at the Festival
- Participating in planning for subsequent Festivals
- Supervising all technical aspects of all productions at all venues of the Festival, including:
 - Charleston Gaillard Center
 - Dock Street Theatre
 - Memminger Auditorium
 - Sottile Theatre
 - Simons Center at College of Charleston
 - Cistern Yard at College of Charleston
 - North Charleston Riverfront Park

- TD Arena
- Woolfe Street Playhouse
- Various churches
- All other performing sites

Experience & Requirements:

- Bachelor's degree in technical theater and/or 10+ years of production management/technical direction experience
- Experience in not-for-profit organizations considered a valuable asset
- Experience in repertory theater considered an asset
- Experience in a festival environment considered an asset
- Ability to pass and maintain a clear background check

Compensation:

Competitive salary; health, dental, vision, and LTD insurance; parking provided; paid leave and holidays; 401(k) matching program.

To Apply:

Please submit a resume and cover letter to mhale@spoletousa.org. Applications accepted until March 29. No phone calls, please.