

SPOLETO FESTIVAL USA

Production Intern – Spring Semester

For 17 days and nights each spring, Spoleto Festival USA fills Charleston, South Carolina's historic theaters, churches, and outdoor spaces with performances by renowned artists as well as emerging performers in opera; theater; dance; and chamber, symphonic, choral, and jazz music. Now approaching its 43rd season, Spoleto Festival USA is internationally recognized as America's premier performing arts festival.

Spoleto Festival USA is seeking a current college student for a spring semester Production internship beginning January 2019 and running through June 2019.

Our Production Intern program provides an opportunity to learn about the world of performing arts and acquire hands-on experience under the guidance of professional arts administrators and technicians in producing an international arts festival.

The Production Intern works directly with Spoleto's Director of Production and Production Office Manager. Additionally, they will receive exposure to a wide range of technical professionals, designers and artists throughout the course of the internship. The Production Intern plays an integral part of the process and will assist with a variety of duties to include company management, technical planning, budgeting & financial reporting, contract administration, union correspondence, scheduling & organizing equipment and booking both international & US shipping & transportation. Spoleto's Production Intern program will cultivate and nurture the skills necessary to succeed in the fast-paced & high stress professional environments students will face post-graduation.

Ideal candidates will fulfill the following requirements:

- Must be a current student working towards a BA/BS in Production Management, Stage Management, Company Management or General Management
- Proficient in Microsoft Office (particularly Excel, Word, and Outlook)
- Must have a valid driver's license and reliable transportation
- Ability to manage several projects simultaneously
- Strong communication and interpersonal skills with an emphasis on the ability to synthesize information clearly and in a timely fashion
- Ability to lift and transport up to 35 lbs.
- Must be comfortable and able to work in the following conditions: low light or no light environments, catwalks, climbing ladders, confined spaces, standing for long periods of time

Interns are responsible for providing an outline of your school's requirements for academic credit and arranging all necessary paperwork.

This is an unpaid internship for college credit.

\$7,000 stipend for housing and living expenses provided.

Spoleto Festival USA seeks to recruit and maintain a diverse workforce. Applicants from populations historically underrepresented in the theatre field are strongly encouraged to apply.

To apply, please email your resume, cover letter, and a minimum of 3 references to lgordon@spoletousa.org.

*Candidates must be available to live and work in Charleston, SC from January 2019 – June 2019.