

# **SPOLETO FESTIVAL USA**

## **Producing Associate**

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Spoletto Festival USA is seeking a Producing Associate who will work closely with the Festival's Director of Artistic Planning and Operations, Company Manager, artistic staff, and production staff on details of programming and producing the annual 17-day Festival. Responsibilities include managing artist contracts, serving as artist liaison on myriad details, recruiting and supervising seasonal staff, serving as liaison with performance venues, administering Festival apprenticeship program, managing all backstage hospitality, managing the Festival's outreach programs in collaboration with Community Engagement Coordinator, and numerous other administrative responsibilities.

### **Responsibilities:**

- Provide necessary support for all Festival-produced programming
- Manage contracting process for the Westminster Choir, Festival Orchestra, and Apprentices
- Work with Company Manager and seasonal assistant on artist housing and transportation
- Work directly with Festival's stage management team and Festival's Rehearsal Coordinator to coordinate artist's schedules, rehearsal needs, and assist with securing various rehearsal and performance spaces
- Coordinate and manage various aspects of the Festival's outreach program including the Festival's Apprenticeship Program and Martha Teichner's Conversations With series
- Manage all artist hospitality including welcome gifts and backstage needs
- Manage ticketing needs for visiting companies
- Creation, distribution, and tracking of Festival credentials
- Manage internal contact sheets and tracking documents including rosters for Festival program

### **Experience and Requirements:**

Candidates must be highly detail oriented and have strong organizational and communication skills as well as a professional demeanor. Fluency with Microsoft Word, Excel, and Outlook is required. The ability to set priorities, work collaboratively, take initiative, and anticipate and solve problems under intense pressure is necessary. Arts management experience and a college degree with plans to pursue a career in an arts-related field is preferred.

### **Compensation**

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

### **About Spoleto Festival USA**

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 music. Founded in 1977, this non-profit is internationally recognized as America's premier performing arts festival.

### **To Apply**

Please submit a resume and cover letter to [artistservices@spoletousa.org](mailto:artistservices@spoletousa.org).