

SPOLETO FESTIVAL USA

Interim Production Office Manager

The Production Office Manager (POM) is an integral part of the production team providing operational and logistical support to the Director of Production and all production departments during the planning and production of each festival season. The POM acts as a conduit of information and communication interdepartmentally within Spoleto Festival USA, for all production departments, and with various Spoleto Festival USA community partners.

In addition to recruiting and contracting production staff members, the POM also recruits, hires, and supervises a team of production assistants that help in managing a variety of responsibilities from securing production staff housing, travel, & accommodations to financial tracking & management to scheduling shipping, equipment rentals, & security staffing. In the weeks leading up to and for the duration of each season's festival, the POM manages all activity for the Production office.

The POM is expected to be a budget-conscious member of the production team managing day-to-day financial operations of the production department and ensuring efficient and cost-effective resource management for all production elements.

Responsibilities

- Participate in rider review and advancing process with all presenting companies.
- Assist in recruiting, hiring, and executing all contracts for production hires.
- Book housing, travel, and transportation for all production hires utilizing established Festival resources and act as company manager for production.
- Manage production rentals to include vehicles, equipment, gear, and over-the-road trucking.
- Coordinate all domestic and international shipping of/for upcoming seasons productions.
- Create security schedules for all festival venues and book security personnel through City of Charleston Police Department, Venue Contacts, and College of Charleston Police Department.
- Act as primary resource for all health, well-being, and safety needs for the production department. Additionally handle all workers compensation claims and documentation for all festival departments.
- Coordinate inspections & maintenance on Festival equipment (F250, aerial platform lifts, forklift, scissor lifts, etc.)
- Provide input on load-in, rehearsal, tech, rep, and load-out schedules.
- Assist the Logistics Manager, Orchestra Instrument Manager, and Backline Manager and the operation of each department.
- Supervise procurement of all instrument and backline needs, working with the Orchestra Instrument Manager and Backline Manager.
- Supervise and manage piano tracking schedule and communicate ever-evolving needs with Fox Music, Festival Piano Technician, and Venue Managers.
- Handle purchasing and procurement for all production needs locally and globally. Maintain a petty cash bank and company issued credit card.
- Responsible for submitting all production invoices, receipts, expenses, purchase orders, and petty cash reconciliations. Review and sign off weekly on payroll for all production hires.
- Maintain production budget spent to date and account tracking; advise DP on trends and spending.
- Act as primary liaison with Local IATSE 333 for all hiring paperwork, onboarding, timesheets, and payroll.
- Liaise with City of Charleston Traffic & Transportation and Special Events departments as necessary. Submit street closure permits for festival needs.
- Oversee production craft services and coordinate approved meals for production staff meetings and breaks.
- Assist with maintaining production databases, storage, inventories, files, standard operating procedures, and job descriptions.
- Research and attend webinars to stay up to date on current production trends, to include event health and safety.
- Evaluate recruiting and hiring metrics and create road map for next season's recruiting efforts with a continued focus on creating opportunities for a diverse pool of candidates.

Requirements

- Proficient in Microsoft Office (particularly Excel, Word, and Outlook).
- An understanding of and experience in technical, theatrical, and event production.
- 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.
- Experience leading and managing diverse teams of people.
- Ability to work long days, nights, and weekends with a positive attitude.
- 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.

Dates of Employment: January 2022 – June 30, 2022, with possibility of further employment

Compensation: minimum \$800/wk. with potential for benefits

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 chamber, symphonic, choral, and jazz music. Now approaching its 46th season in 2022, Spoleto Festival USA is internationally recognized as America's premier performing arts festival.

The Festival's 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.

The Festival is proud to provide young performers the opportunity to work with accomplished artists, conductors, directors, designers, and performers. Each season, the Festival employs more than 500 full-time, part-time, and seasonal staffers, including 80 musicians for the Spoleto Festival USA Orchestra and 60 apprentices in arts administration and production.

To Apply

Please email cover letter, resume, and list of 3 references to production@spoletousa.org with the subject line "INTERIM PRODUCTION OFFICE MANAGER". Applications must be received by 12/31/21 and will be reviewed on a rolling basis. No phone calls, please.

Equal Opportunity Employer: Spoleto Festival USA is an equal opportunity employer and committed to diversity in hiring. Equity is central to our culture, mission, and who we are as an arts organization. Spoleto Festival USA does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership, parental status, military status, or any other non-merit factor.

COVID Vaccination Requirement: Spoleto Festival USA requires all staff and participants to be fully vaccinated against COVID-19 prior to accepting an offer of employment. Applicants acknowledge that they are fully vaccinated and are willing to: provide proof of vaccination upon request, maintain vaccination as recommended by public health authorities, and submit to testing and other health protocols as may be required now or in the future. Continued employment is conditional on these requirements.