

SPOLETO FESTIVAL USA

Venue Manager

Reports to:	Director of Production (DP)
Supervises:	Assistant Venue Manager, Venue Electrician, Venue Carpenter, Venue Audio, Venue Stage Manager, Labor
Anticipated Start Date:	between May 2nd and May 16th
# of Weeks:	~4-8
Compensation:	minimum \$850 per week
Housing:	Single room dorm provided
Travel:	Airfare or stipend provided

The Venue Manager (VM) is the Festival's primary point of contact in a particular festival theatre or venue*. The VM is responsible for coordinating schedules, labor, logistics, arrivals/departures, and building access for their venue.

The VM reports to the Director of Production (DP). The VM will supervise the venue technical team & all other labor and will act as the main liaison with the year-round house staff. The VM will be provided Dropbox access to paperwork pertinent to both their venue and all shows programmed in their venue.

The VM is an integral part of the technical and operations team. Combining technical direction and stage management skill sets, the VM will oversee all activity performed in their venue and is responsible for ensuring all goals, targets, and desired outcomes are met. The VM helps to coalesce the information from every production department and manage the venue schedule efficiently. The VM is expected to be a budget-conscious member of the production team looking out for possible unexpected costs in labor numbers, overtime, and resources at all times. All decisions that impact the budget must be approved by the DP.

**Some festival venues will both produce original work, generally operas, and present existing work while other venues will only present. The VM's responsibilities and interactions with produced works do not vary from that of presented work.*

Responsibilities

- Review technical specifications, plots, schedules, safety documents, and How-To documents for the venue.
- Review rider, plots, and paperwork for all shows in the venue; prioritize the first show(s) that load into the venue.
- Oversee all elements of load-in and keep each department on task and schedule.
- Responsible for enforcing safety policies and promoting a safety-conscious culture. Must maintain a clean environment and dedicate time at the end of shifts for cleaning.
- Maintain communication and interaction with venue house crew and request room access as necessary for locked spaces.
- Manage load-in schedule generated in the Festival's scheduling software (Propared) ensuring execution of all tasks and ensuring all milestones met.
- Responsible for communicating any labor and schedule changes with DP.
- Coordinate all shipping, trucking, and logistics with the Logistics Manager.
- Responsible for communicating schedule and call times with all necessary labor (house and union labor).
- Create and circulate daily rehearsal reports if the show's production team does not provide them.
- Interact with the production team to achieve everyone's goals (schedule, labor, etc.).
- Deliver constant updates to the production office to include (but not limited to): actors' injuries, issues at/with the venue, changes to agreed-upon schedules & labor, and anything else out of the ordinary.

- Prior to the first preview, meet with Festival and Venue front of house (FOH) staff and confirm expectations for smooth back of house to front of house hand-off. The VM will remain the sole point of contact with FOH.
- Oversee all venue crew and be available to troubleshoot and respond to emergency situations.
- Create and circulate performance reports if the show's production team does not provide them.
- Coordinate strike and load-out.

Requirements

- Proficient in Microsoft Office (particularly Excel, Word, and Outlook)
- Proficiency in AutoCAD or Vectorworks preferred.
- Ideal candidate will have at least beginning knowledge of ETC consoles.
- Previous experience in Technical Direction and/or Stage Management required.
- 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 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.

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.

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.

To Apply

Please email cover letter, resume, and list of 3 references to production@spoletousa.org with the subject line "VENUE MANAGER". Applications must be received by April 30, 2022 and will be reviewed on a rolling basis. No phone calls, please.