



## Lead Producer

Now in its 46th year, Spoleto Festival USA is internationally recognized as America's premier performing arts festival. For 17 days and nights each spring, Spoleto Festival USA fills Charleston's historic theaters, churches, and outdoor spaces with performances in opera; theater; dance; and chamber, symphonic, choral, and jazz music. Spoleto'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 unique performance opportunities for established artists. Beyond its role as a launching pad for young talent, Spoleto also serves as a catalyst for cultural change and has aided in Charleston's flourishing as a top arts and culture destination. The 2023 Season will take place from May 26 through June 11.

### Job Description

Reporting to the General Director, the Lead Producer is a newly created position which will oversee all artistic and production aspects for the Festival. This position is part of the Festival's Senior Management and involves leading a team of artistic, production, and technical staff—as well as contractors—that will result in all Festival productions, presentations, and ancillary programming.

The Lead Producer functions as a chief product officer for the Festival, assuring the maintenance of artistic and production standards for the Spoleto stage, operationalizing artistic planning, and ensuring that artistic quality and direction is in line with the organization's strategic priorities. It oversees the development of new works—from page to stage—across multiple disciplines; anticipates and plans resources to produce a successful festival season; understands and foresees flexibility in artistic programming changes; leads the creation of co-production and co-commissioning consortia; and anticipates and plans resource allocation for all stage technical and production functions. The role participates in long-term artistic planning with the General Director and the Artistic Leadership Team (Director of Chamber Music, Director of Choral Activities, Director of Orchestral Activities, and Jazz Curator) and operationalizes planning with judiciousness and strategic forethought.

This role oversees responsibilities in festival calendar scheduling, rehearsal scheduling, presentation management, technical and production management, company management, logistical planning, and collective and individual negotiations. It contributes to budgeting and forecasting, venue management, and payrolls and personnel management.

### Core Responsibilities

- Oversee a team of associate producers managing core artistic and production functions for the Festival. Coordinate and manage all program elements, including budgeting, scheduling, and facilitating communication between creative teams, performers, rehearsal, and musical administration.
- Work with the General Director and Artistic Leadership Team to plan Festival programming and to develop and implement an artistic planning infrastructure throughout the company which is reflective of the Festival's strategic priorities.
- Liaise with Artistic Leadership Team to plan resources, timeline, and scheduling, especially vis-à-vis the Festival Orchestra and Chorus and respective audition tours.
- Lead production and commission negotiating and contracting on behalf of the Festival; oversee artist and presentation contracting on behalf of the Festival. Negotiate rights and understand insurance and liabilities as they pertain to Festival works.
- Lead creative and production meetings regularly with all stakeholders and staff to ensure the creative vision and milestones of all programming are met. Balance the competing pressures of budget, creative complexity, and schedule.

- Create a flexible, value-added, inclusive, and iterative process to develop new works for the Festival, from page-to-stage, while managing budget and resource expectations. Develop new work opportunities in coordination with the General Director.
- Develop artistic and production operational plans and production schedules that maximize efficient use of resources, minimize costs, and achieve desired artistic results. Collaborate with Director of Finance to draft accurate budgets and forecasts.
- Oversee and understand value of Festival Orchestra and Chorus in planning a Festival season, leveraging assets for greater Festival exposure while maintaining cost structure.
- Supervise and provide guidance to permanent and seasonal staff tasked with managing and executing logistics of performance season.
- Act as Festival representative to visiting creatives during rehearsal and performance period. Be on site and readily available during rehearsals and performances with the ability to troubleshoot potential challenges and crises as they arise.
- This position will require travel on behalf of the Festival, primarily with respect to opera and theater production work, workshopping, and further scouting as assigned.
- This position will require work on some nights and weekends, especially during rehearsal and festival period.

### Qualifications

- At least 5 – 7 years in a production and/or artistic operations role, preferably at a managerial level.
- Expertise in production and commissioning contracts and in forming co-production/co-commission consortia, with a preference to a background in opera production. Secondary expertise in presentation contracts.
- Deep knowledge of the performing arts field, with personal relationships built across music, dance, and theater with artists, managers, agents, professional networks, and institutions.
- Curiosity and interest in multidisciplinary performing arts outside of core expertise; an ability to frame challenges through strategic thinking that does not sacrifice a people-first culture.
- A process-oriented thinker, who can structure company-wide protocols and processes relevant to production and artistic creation.
- Ability to solve problems with creativity and efficiency and demonstrates exemplary attention to detail and accuracy
- Excellent planning and organizational skills with the ability to manage multiple priorities while ensuring work is successfully completed in a timely manner.
- Strong commitment to exemplary customer service and to working with diverse groups in terms of gender expression, race, sexual orientation, religion, ability, age, class, and immigration status.
- Ability to work in a fast-paced environment while maintaining healthy relationships with co-workers; ability to promote and cultivate a people-first culture.
- A growth mindset.

### Compensation:

Spoletto Festival USA offers a competitive salary and benefits package for qualified candidates. The target salary range for this position is \$100-120k. The salary offered will be commensurate with the selected candidate's experience and qualifications. Benefits include health, dental, vision, life insurance, short and long-term disability, vacation and sick leave, paid holidays, and a matching 401(k) plan. Relocation assistance is available for candidates relocating to the area.

### To apply:

Please send cover letters and CVs to [bmann@spoletousa.org](mailto:bmann@spoletousa.org).

Spoletto 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. Spoletto 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.

Spoletto Festival USA is a 501 (c)(3) charitable organization.