

Director of Finance Position Profile

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FESTIVAL
USA

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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:



Now approaching its 46th season, **Spoleto Festival USA is internationally recognized as America's premier performing arts festival.** Spoleto Festival USA is a 501(c)(3) charitable organization.

Our Mission

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 master artists, conductors, directors, designers, and performers. Illustrious artists who performed early in their careers at Spoleto Festival USA include Renée Fleming, Emanuel Ax, Joshua Bell, Yo-Yo Ma, and Jean-Yves Thibaudet. 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.



"It will not be like most Festivals... but a unique and fertile ground for the young, and a dignified home for the masters." — Gian Carlo Menotti on his founding vision for Spoleto Festival USA in 1977

Our Story

Spoleto Festival USA was founded in 1977 by Pulitzer Prize-winning composer Gian Carlo Menotti, who sought to create an American counterpart to the annual Festival of Two Worlds in Spoleto, Italy, that he founded in 1958. Looking for a city that would provide the charm of Spoleto as well as its wealth of theaters, churches and other performances spaces, Menotti selected Charleston as the ideal location. The inaugural season was held in 1977.

Spoleto has also served as a catalyst for cultural change in Charleston, aiding in the city's flourishing as a top destination. Together with the city and community leaders, Spoleto has spearheaded the renovations of numerous performance spaces: Festival Hall (formerly Memminger Auditorium), Dock Street Theatre, College of Charleston Sottile Theatre, and the Charleston Gaillard Center.



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In a typical season, **Spoleto mounts 150 performances in more than 10 venues**. The Festival also produces its own operas, specializing in rarely performed masterpieces by well-known composers, American premieres, and traditional works presented in new ways. In its 45-year history, the Festival has produced and/or presented more than 20 opera, dance, and theater world premieres.

About the Position

Finance Director Position Summary

The Director of Finance provides oversight and management responsibilities for the Festival's financial accounting, budgetary administration, investments, risk management, and insurance functions. The Director is a member of the organization's senior management team; works closely with Board of Directors leadership; and oversees the Festival's approximately \$8-10M operating budget and \$20M investment portfolio.

Reports to: General Director

Location: Charleston, SC



Areas of Responsibility:



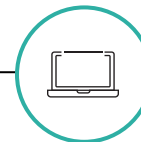
**Strategic
Leadership**



**Financial
Operations**



**Compliance & Risk
Management**



Technology

Strategic Leadership

- Supervises accounting staff (Controller, Accounting Manager, Season Interns) in maintenance of general ledger, AP/AR, payroll, cash receipts, pledges receivable and contributions, ticket sales, fixed asset, and purchase orders.
- Develops and implements operational best-practices and maintains procedures, policies, and internal controls.
- Reviews engagement and employment contracts, licensing, co-production agreements.
- Serve as a Financial Adviser; collaborate with the General Director to serve as a sounding board, strategists, and risk mitigator.
- Work with senior management and their teams to analyze financial data, craft budgets, and equip the team to manage department and project budgets.

Financial Operations

- Develops and tracks budget scenarios for all program, operations, and facility areas.
- Produces and reviews periodic financial statements and forecasts.
- Responsible for timely filings of all state and federal tax returns, reports, and registrations.
- Manages cash flow, loans, and lines of credit.
- Prepares grant project budgets and financial final reports, reviews applications and monitors compliance.
- Collaborates on ticket sales projections and strategy with the Director of Marketing.

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- Oversees budget and acquisition of fixed assets including technology and facility-related items.
- Works annually with independent CPA firm and board audit committee to present audited financial statements.
- Oversees foreign exchange accounts and foreign payments.
- Prepares reporting packages for and participates in bi-annual and ad hoc Investment Committee meetings.

Compliance & Risk Management

- Provide eligibility and tax compliance oversight for foreign national participants. Responsible for compliance and on-boarding of 350+ seasonal employees including student foreign national employees.
- Manages all liability, property, and casualty insurance policies and claims.
- Responsible for federal, state, union labor law, immigration compliance, and employment policies.

Technology

- Helps set technology direction for the organization – identify, procure, implement, and manage IT services/systems to meet the needs of the organization.
- Supervises technology staff (Technology Manager) in maintenance of IT services/systems.

Qualifications for Consideration

Education, Experience & Leadership Attributes

- Bachelor's degree in accounting, business, or related field.
- 5+ years of senior financial management experience.
- Experience in the fields of performing arts and not-for-profit organizations considered an asset.
- Experience in a high-volume seasonal personnel environment considered an asset.
- Familiarity with Financial Edge FENXT Fund Accounting Software and Tessitura fundraising, ticketing, and customer relationship management software is preferred but not required for consideration.

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.

Compensation

Spoleto Festival USA offers a competitive salary and benefits package for qualified candidates. The target salary range for this position is \$100-130k. 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

Interested candidates should submit a resume and email of interest to the team at Find Great People at spoleto@fgp.com. Questions related to this position should be directed to Christin Mack at cmack@fgp.com.

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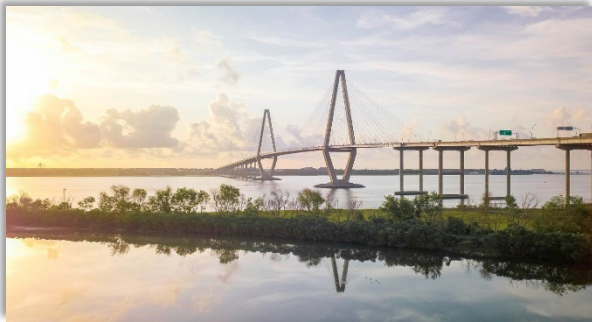
About Charleston, SC

Charleston, SC is the region's star city and one of the South's most appealing destinations. With its cobblestone streets, incredible historic buildings, world-class restaurants and miles of beautiful beaches, hundreds of new residents are moving to Charleston, S.C.— and for very good reason. Charleston has been named **Travel & Leisure's top city in the entire U.S. for many years in a row**. It has also been named the top city by the readers of Conde Nast Traveler.

In Charleston, Southern hospitality is a way of life—in fact, the city has been ranked **one of the friendliest cities in the U.S.** Don't be surprised if strangers go out of their way to help you. Smiling as you pass by or striking up a friendly conversation is just a normal part of living down in the South.

If you're a history junkie, get ready as Charleston is considered an historical sanctuary. As the oldest city in South Carolina, Charleston has retained some of the most fascinating aspects of its history dating back to before the Civil War. Some of the best places to visit include The Battery, Charles Towne Landing, The SC Historical Society Museum, The Charleston Museum, The Old Exchange & Provost Dungeon, Fort Sumter, and Fort Moultrie.

Charleston has what many would consider perfect weather. For most of winter, the temperatures usually don't drop below the 50s. Summers can get pretty hot, but thankfully, the city is surrounded on three sides by water. There are three beaches within a 20-minute drive from downtown, offering plenty of opportunities to cool down: Sullivan's Island, Isle of Palms, and Folly Beach. Enjoy boating, golfing, kayaking, paddle boarding, fishing, or simply soaking up some sun.



Charleston is also a great place to raise a family as it offers impressive schools, moderate cost of living, and a flourishing economy. Home to the second largest school district in SC and very prominent colleges and universities such as Medical University of South Carolina (MUSC), College of Charleston, The Citadel (one of the most prestigious military colleges in the country), and Charleston Southern. Charleston is also home to Academic Magnet High School, ranked the #2 best high school in the United States by US News and World Report.

Whether you're wanting to live close to downtown, in the suburbs, or along the beach, Charleston has a real estate offering that's perfect for you. Some of the most popular places to live include Mt. Pleasant, South of Broad, Sullivan's Island, Harleston Village, and James Island.

Charleston's economy has been growing rapidly over the years and can attribute most of its success to the local harbor and companies like Boeing, Volvo, MUSC that continue to add thousands of jobs to the area.

For information on Charleston, South Carolina, you can also visit:

<https://www.charlestoncvb.com/>

<https://www.charleston.com/>

<https://www.charleston-sc.gov/1021/Visitors>

