



Company Manager

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, amplified, 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. Spoleto Festival USA is a 501 (c)(3) charitable organization.

Position Summary:

The Company Manager position is a full-time, year-round position in the Producing Department of Spoleto Festival USA. The responsibilities for the position are broad and may vary depending on the particular needs of the upcoming season. The position offers a unique and hands-on opportunity to see and learn about producing an international performing arts festival. The ideal candidate is someone interested in pursuing a career in arts administration and has some experience in the field.

Company Manager must be willing and able to take on projects large and small. This position will devote a significant amount of time to identifying, securing, and facilitating housing arrangements for the roughly 600 festival artists and roughly 150 seasonal staff and production crew employed during the Festival. This will require the Company Manager to work closely with the Associate Producers to serve as a liaison between artists and local property managers, hotels, and Festival partners to coordinate individual artist housing, dormitory accommodations, and room block reservations. The Company Manager will also troubleshoot any and all travel and post-arrival housing requests as well as tend to special needs.

In addition to normal weekday business hours, the Company Manager must be available and flexible when required to work weekends, nights, extended hours, and some holidays, especially between April 15 and June 20 to accommodate operational and Festival needs.

This position will report directly to the Lead Producer and will work closely with other Festival artists, staff, vendors, and partners, especially the Associate Producers.

Reports to: Lead Producer

Location: Charleston, SC

Areas of Responsibility:

- Coordinate and facilitate seasonal and temporary housing for artists and production crew to support the Festival season including negotiations and contracting, billing and invoicing, rooming assignments, pre-arrival preparation, inventory stocking, room staging, move-in, move-out, and communication.
- Serve as the on-call, primary point of contact for those in housing to troubleshoot any housing and maintenance needs.
- Assist in hiring and delegating tasks to departmental apprentices and the seasonal Company Management Assistant.
- In collaboration with the development department and Company Management Assistant, manage and distribute all welcome hospitality donations and purchases.
- Facilitate travel logistics and reservations to support workshops and special events throughout the year as needed.
- Liaise with the operations department to coordinate all parking passes, street closures, etc. needed by the Festival.
- Coordinate and maintain inventory on rental cars/trucks company-wide for ground transportation and logistics.
- Work with the CHS airport in preparation for artist/staff arrivals.
- Assist Company Management Assistant to hire drivers; create, capture, maintain and disseminate transportation schedule; and help troubleshoot any and all transportation difficulties as they arise.
- With direction from Associate Producers, assist in researching and preparing visa petitions.

Qualifications for Consideration:

- Prior experience in arts administration and/or coordinating large-scale events.
- Passionate about people and able to adapt to difficult situations with optimism.
- Driven team player with the ability to create excellent working relationships and a collaborative approach with all artists, vendors, partners, stakeholders, and staff.
- Proven ability to work independently and drive projects in a team environment, with changing priorities.
- Proficiency and working experience in Microsoft Office including Excel, Teams, and Word.
- Excellent verbal and written communication skills, with strong attention to detail and excellent follow-up skills.
- Customer service experience is helpful.
- Must be able to work nights, weekends, and some holidays as needed.
- Ability to lift and transport up to 35 lbs.
- Knowledge of the downtown and greater Charleston area is helpful but not required.
- Property management experience is preferred.
- Ability to pass and maintain a clear background check.
- Valid driver's license and excellent driving history is necessary. Experience driving large cargo vans or trucks is a plus.

Compensation:

Spoletto Festival USA offers a competitive salary and benefits package for qualified candidates. The target salary range for this position is \$45,000- \$55,000. 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.

To Apply:

Interested candidates should submit a ¹resume and ²cover letter of interest to Dexter Foxworth, Chief Operating Officer, at dfoxworth@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.