



Producing Administrator

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 25 through June 11. Spoleto Festival USA is a 501 (c)(3) charitable organization.

Position Summary:

The Producing Administrator at Spoleto Festival USA is an integral part of the producing team providing operational, logistical, and creative support to the Producers, Production Manager, seasonal production departments, and artists of the annual festival. The Producing Administrator's responsibilities are broad and vary across the year through the planning phases of the Festival and with the particular needs of each upcoming season. This position leads on company management, arranging travel logistics, hospitality, and support for artists and traveling staff. The Producing Administrator supports the Producers in planning and implementing performance logistics; and the production team in supporting all operations elements of Festival events.

In addition to normal weekday business hours, the Producing Administrator must be available and flexible when required to work weekends, nights, extended hours, and some holidays, especially from April through June to accommodate operational and Festival needs. The Producing Administrator reports directly to the Lead Producer, works closely with the Associate Producers, Production Manager and seasonal production staff; and collaborates with all Festival staff, artists, vendors, and community partners.

Position Type: full-time permanent
Hours: 40 hours per week; variable schedule, nights, weekends, and holidays to meet operational needs
Location: Charleston, SC (onsite)
Department: Producing
Reports to: Lead Producer
Compensation: \$50,000-52,000

Areas of Responsibility:

- Support Lead Producer and Associate Producers in program planning and implementing performance logistics:
 - Prepare and maintain records, contracts, riders, planning documents, call notes, future season project information, etc
 - Coordinate production advance calls, notes and action items
 - Support complete and transparent communications across all departments, including event schedules, contact information, changes/updates, contextual/background information, etc.

- Coordinate documentation, production decks, filing, photos, reference materials, inventories, lessons learned etc for reference and archiving
 - Contribute to department and future season creative planning
- Lead on Festival company management:
 - Coordinate and facilitate seasonal and temporary housing for artists and production crew to support the Festival season
 - Serve as the on-call, primary point of contact for those in housing to troubleshoot any housing and maintenance needs
 - Manage artist hospitality, with the Company Management Assistant and in collaboration with Development
 - Coordinate ground transportation for artists and seasonal staff including communications with CHS airport
 - Coordinate and maintain ground transportation elements including: rental vehicles, parking passes, street closures, drivers and schedules
 - Research and prepare visa petitions, with direction from Associate Producers
- Coordinate production planning and logistics throughout festival phases, particularly by supporting the Production Manager
 - Support PM in seasonal staff hiring and coordinating contract details with Operations
 - Support seasonal department heads and staff with detailed bookkeeping, accounting, purchases and payroll, supply needs
 - Coordinate seasonal staff housing and ground transportation needs
 - Coordinate domestic and international shipping of/for upcoming seasons productions
 - Liaise with Local IATSE 333, issue hiring paperwork, collect, submit, and begin onboarding for all eligible IA hires within Local 333
 - Particularly during Festival production period:
 - Monitor budgets; manage payroll, invoices and receipts, purchasing and procurement; maintain company credit card and petty cash
 - Coordinate craft services, meals and hospitality for Festival production staff
 - Manage production rentals to include vehicles, equipment, gear, and over-the-road trucking
 - Manage workers compensation claims and documentation, as needed
 - Support and disseminate production department head needs
 - Coordinate production comp ticket requests
 - Coordinate debriefs with staff and partners
 - Reconcile production budget and closeouts with partners and vendors
- Coordinate with Marketing on promotional material needs, production information and personnel listings for programs,
- Coordinate with Operations on facility and equipment monitoring, HR and contracting procedures

Qualifications for Consideration:

- Prior experience with classical music/opera/theater/dance operations, performing arts festivals, large-scale events, arts administration, or similar
- Proficient in Microsoft Office (particularly Excel, Word, and Outlook), Google Suite, Dropbox
- Experience coordinating with and supporting diverse teams of people and personalities
- Ability to work long days, nights, and weekends during Festival period with a positive attitude is critical
- Must be comfortable and able to work in the following conditions: long days, low light or no light environments, backstage settings, stairs, confined spaces, standing for long periods of time, lifting up to 35 lbs.
- Valid driver's license, excellent driving history, and comfort with driving passengers are necessary. Experience driving large cargo vans or trucks is helpful.
- Experience with AutoCAD or Vectorworks a bonus

- Must be willing to relocate to Charleston prior to April 2023. (Possibilities for hybrid work arrangements outside of Festival production period.)
- Knowledge of the downtown and greater Charleston area is helpful but not required.
- Ability to pass and maintain a clear background check.

Skills and Characteristics Necessary for Success:

- Commitment to fostering an equitable, accessible and inclusive environment for Festival staff, artists, audiences and communities
- Excellent verbal and written communication skills, with strong attention to detail and excellent follow-up skills.
- Ability to manage several projects simultaneously, to work proactively and independently, and to adapt to difficult or changing situations with optimism, diplomacy and levity
- Strong communication and interpersonal skills with an emphasis on the ability to synthesize information clearly and in a timely fashion
- Driven team player with the ability to create excellent working relationships and a collaborative approach with all artists, vendors, partners, stakeholders, and staff.

Compensation:

Spoletto Festival USA offers a competitive salary for qualified candidates and the salary offered will be commensurate with the selected candidate's experience and qualifications.

To Apply:

Interested candidates should submit a ¹resume and ²cover letter of interest to Liz Keller-Tripp, Lead Producer, at lktripp@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.