



## Producing Assistant

Now in its 47th 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 Producing Assistant is a full-time, seasonal position based in Charleston, SC that provides support in the Producing Department. This person will work directly with Festival Producing Administrator, Associate Producers, and production staff to plan and coordinate logistics related to the hundreds of artists who perform at the festival.

**Position Type:** Temporary, seasonal, exempt from February 6, 2023 (or as soon as possible) through June 16, 2023

**Hours:** 40 hours per week plus extensive evening and weekend time commitment beginning in May through the run of the Festival; must be willing to be on call around the clock during this period.

**Location:** Charleston, SC (onsite)

**Department:** Producing

**Reports to:** Producing Administrator

### **Areas of Responsibility:**

- Provide administrative and operations support to the Producing department
- Assist with coordination of artist and staff housing
- Plan and coordinate artist welcome hospitality
- Assist with logistics related to festival artists
- Coordinate transportation scheduling including overseeing vehicle rentals and Festival drivers

### **Qualifications for Consideration:**

- Strong communication skills, both verbal and written
- Exceptional attention to detail
- Computer skills as they relate to organizational tasks, especially knowledge of Microsoft Excel and Outlook
- The ability to think fast and problem solve in a highly pressured, fast-paced environment
- 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 competitive compensation for qualified candidates. The compensation for this position is \$600.00 per week, biweekly. The compensation offered will commensurate with the selected candidate's experience and qualifications.

**To Apply:**

Interested candidates should submit a 1resume and 2cover letter of interest to Associate Producers Allison Ross-Spang, [arspang@spoletousa.org](mailto:arspang@spoletousa.org), and Philip Snyder, [psnyder@spoletousa.org](mailto:psnyder@spoletousa.org), with the subject line "Producing Assistant Search." Applications will be reviewed on a rolling basis. No Phone calls, please

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.