

SPOLETO — FESTIVAL USA

Production Director

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, 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.

Job Description

The Production Director (PD) is responsible for all operations and assets related to technical production for each performance produced or presented by Spoleto Festival USA, ensuring all performances and experiences happen safely, on time, and on budget. The PD creates and manages the production budget in close consultation with the Lead Producer and associate producers; is active in maintaining and advancing Festival-owned assets for co-productions; oversees and supervises all shop bids, awards, and communications across technical departments.

As part of the Producing Department the PD reports to the Lead Producer and works closely with associate producers and festival leadership including directors of Operations and Finance; coordinates closely with venues, visiting companies and creative teams; and recruits, hires, trains, and supervises the Technical Supervisor, technical staff, department heads, and seasonal production staff.

Position Type: Full-time, exempt, and benefit eligible

Hours: Full-time; including work nights, holidays, weekends and extended hours as required; on-call during Festival period

Location: Charleston, SC (onsite)

Department: Producing

Reports to: Lead Producer

Core Responsibilities

Project Planning and Implementation

- Participate in all stages of planning for Festival-produced project ideas, including budgets, production timelines, logistics (including for co-productions), venue viability, schedules, creative teams, reviewing riders
- With Lead and Associate producers, create and maintain detailed budgets for all projects and for overall Festival infrastructure needs
- Manage maintenance and advancement of all Festival-owned co-production assets
 - Create and maintain technical riders, production decks, drawing packets and rental packages for co-productions
 - Oversee co-production assets, rentals, and purchases including maintenance, freight and storage
- Initiate and oversee production and design meetings for all festival produced shows.
- Bid scenic builds to shops and award as needed
- Lead on rider reviews and initiate advance calls to presented companies.

Festival Implementation

- Monitor schedule and budget adherence and approve changes, with producers. Reconcile production expenditures at Festival completion.
- Maintain detailed and frequent communications across production personnel
- Troubleshoot with staff and creative teams as needed
- Monitor staffing and adjust as needed for balance, individual capacity, and changing priorities
- Create a detailed production schedule for load-ins, change-overs, strikes, etc.
- Supervise creation of trucking schedule for all items coming to Charleston from various shops
- Act as a primary point of contact for weather considerations and related changes, with Lead Producer and Chief Operating Officer

Venue, Facility and Labor Relationships and Coordination

- Build and nurture relationships with local labor, venues, and other partners to create successful working relationships during the Festival in collaboration with the Operations department
- Maintain Festival-owned equipment and oversee inventory, repairs, and purchasing in collaboration with the Facilities Coordinator.
- Act as liaison with IATSE Local 333 to coordinate schedules, reporting, and payroll
- Oversee Festival venue safety checks and maintenance

Festival Staff Management

- Identify, recruit, hire, train and supervise production department heads and seasonal production staff
- Identify and coordinate housing and travel needs based on project schedules and budgets
- Design and execute safety trainings
- Oversee contact lists, schedule updates, comp ticket requests, ground transportation needs, meals and craft services, purchases and accounting, payroll, workers compensation claims, and debriefs
- Continually evaluate processes in recruiting, hiring, training, staffing

Essential Experience and Skills

- Minimum 5-7 years experience leading production for a festival, artistic company, presenting organization or similar
- Knowledge of collective bargaining agreements and managing unionized staff, including IATSE contracts
- Proficiency in Microsoft Office (particularly Excel, Word, and Outlook)
- Proficiency in AutoCAD or Vectorworks
- Ability to manage and prioritize several projects simultaneously
- Excellent communication and interpersonal skills, particularly an ability to synthesize information efficiently and effectively
- Passionate about people with experience leading a diverse team of people. Leadership experience should include arbitration skills, solving challenging situations, influencing abilities, and continuous improvement process experience, and scheduling/labor management skills
- Proven ability to work independently with little direction and changing priorities
- Ability to work long days, nights, and weekends with a positive attitude
- Ability to work in a constant state of alertness and in a safe manner
- Ability to handle financial/accounting issues relative to area of responsibility
- Demonstrated commitment to fostering an equitable, accessible and inclusive environment for Festival staff, artists, audiences and communities

Desirable Experience and Skills

- Familiarity with Spoleto Festival, Charleston / South Carolina / southern production markets, and/or similar festival operations helpful
- Experience supervising and training college-age students, youth, and/or beginner-level employees is preferred

Supervisory Responsibilities

- Technical staff, including technical director, scheduling manager, and production coordinator
- Seasonal department heads including wardrobe and props
- Seasonal production staff including lighting, audio, scenic (professional and apprentice-level)

Special Considerations

- Must be comfortable and able to work in the following conditions: low light or no light environments, catwalks, at height / climbing ladders, confined spaces, standing for long periods of time.
- Will require working in confined spaces, exposure to the elements, low light or no light environments, and loud noise
- Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling/kneeling, pushing/pulling, ascending/descending (catwalks, ladders, and stairs), reaching above the shoulders, lifting of up to 50 lbs., and be capable of moving/pulling/pushing up to 100 lbs. with assistance if necessary
- Must possess (or be able to immediately obtain upon hire) and maintain a valid SC driver's license
- Must be able to pass and maintain a clear background check
- Flexibility with work schedule, including work nights, holidays, weekends and extended hours as required; on-call during Festival period
- Position is based in Charleston, SC with the possibility of approved periodic hybrid/remote work. However, on-site presence is required during the Festival period (prep, rehearsals, load-in, event, load-out, etc.)

Compensation

Spoletto Festival USA offers a competitive salary and benefits package for qualified candidates. The target salary range for this position is \$75,000-\$85,000. 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: Please send a ¹resume and ²cover letter 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. Our greatest strength comes from our ability to come together as unique individuals -- come as you are and bring the best version of yourself.