

SPOLETO — FESTIVAL USA

Producing Assistant

Now in its 48th 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 2024 Season will take place from May 24 through June 9. Spoleto Festival USA is a 501 (c)(3) charitable organization.

Job Description

To support the producing department and the 2024 festival season, Spoleto Festival USA is seeking a Producing Assistant. This position will work collaboratively on all aspects of the transportation model for seasonal staff and artists throughout the festival season and maintain welcome hospitality for those arriving in Charleston. Ideal candidates are professional, maintain a calm demeanor in stressful situations, and are organized; they approach tasks with an energetic and positive attitude. This is a temporary position running through the 2024 Festival season.

Position Type: Temporary, seasonal, full-time, non-exempt, and not benefit eligible

Start Date: Friday, March 1, 2024

End Date: Saturday, June 22, 2024

Hours: A standard 40-hour work week; including work nights, holidays, weekends, and extended hours as required; on-call during Festival period

Location: Charleston, SC (onsite)

Department: Producing

Reports to: Producing Administrator

Responsibilities

- Oversee transportation for entire festival
 - Oversee schedules of hired drivers for artist and staff arrivals, departures, and as needed
 - Communicate with artists regarding their transportation
 - Input transportation logistics into Prepared, updating as changes arise
 - Basic maintenance of festival rental vehicles (gas, wiper fluid) and communicating all other maintenance needs to Producing Administrator
 - Coordination with finance department regarding gas money for vehicles
- Coordination with Producing Intern to compile welcome hospitality items
- Other duties as required; as the season evolves, so may this role.

Requirements

- A strong interest in arts administration.
- Exceptional attention to detail.

- Ability to manage multiple projects simultaneously in a very busy environment.
- Discretion, integrity, and calm in potentially stressful circumstances.
- Desire to assess, prioritize, and find creative solutions when problem-solving.
- Ability to interact and communicate well with people of various backgrounds, adapting with ease.
- Must have excellent verbal, written, and personal communication skills.
- Familiarity with Microsoft Office.
- Excellent communication skills.

Additional Requirements

- Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling/kneeling, pushing/pulling, ascending/descending (platforms and stairs), reaching above the shoulders, lifting of up to 50 lbs., moving materials of various shapes and sizes, working at a desk for long periods, and using computer equipment.
- Must be 21 year of age or older as this role will work with and around alcoholic beverages.
- Ability to work in a constant state of alertness and in a safe manner.
- Must possess (or be able to immediately obtain upon hire) and maintain a valid driver's license. Must be able to drive a Festival-provided vehicle license and have access to a reliable vehicle.
- 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. Ability to work long days, nights, and weekends with a positive attitude.
- Position is based in Charleston, SC. On-site presence is required, with potential for hybrid work prior to the beginning of the festival.
- Demonstrated commitment to fostering an equitable, accessible, and inclusive environment for Festival staff, artists, audiences, and communities.

Compensation

The salary for this position is \$600 per week.

To apply: Please send a ¹resume and ²cover letter to careers@spoletousa.org, indicating the attention of Courtney Lawson. 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 an individual's race, color, sex, gender identity, gender expression, genetic information, hairstyles or hair texture, national origin, religion, age, sexual orientation, individuals with disabilities, pregnancy, parental status, marital status, military status, or any other status protected by federal, state or local law. Our greatest strength comes from our ability to come together as unique individuals — come as you are and bring the best version of yourself.

Uncertain If you fulfill every requirement in our job description? Don't let that deter you! If you think you have the potential to shine in this role, we wholeheartedly Invite you to apply. At Spoletto Festival USA, we enthusiastically evaluate a wide spectrum of candidates, valuing their diverse workplace backgrounds and experiences. Whether you're entering the world of arts and culture administration, reentering the workforce after a break, contemplating a career shift, or pursuing advancement on your career journey, we're eager to consider you for exciting opportunities within our organization. Your application will be met with appreciation and thorough consideration.