

# SPOLETO — FESTIVAL USA

## Production Director

Now in its 49th 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 2025 Season will take place from May 23 through June 8. Spoleto Festival USA is a 501 (c)(3) charitable organization.

### Job Description

The **Production Director (PD)** is responsible for overseeing all technical production operations and assets related to performances produced or presented by Spoleto Festival USA. The PD ensures all performances are delivered safely, on time, and within budget. This role involves creating and managing production budgets, coordinating with creative teams, and on the front line supporting and supervising technical production staff. Additionally, the PD will maintain and advance Festival-owned assets for co-productions and manage relationships with venues, labor, and other stakeholders.

As a key leader within the Producing Department, the PD collaborates closely with the Lead Producer, Associate Producers, and other Festival leadership, including the Chief Operating Officer and Chief Financial Officer. The PD will also recruit, hire, train, and supervise technical staff and department heads, ensuring a smooth and professional operation across all technical areas of the Festival.

A successful candidate comes to the role with a passion for creative problem-solving and strategic thinking, with proven experience leading large teams in high-pressure situations. They will possess a professional, empathetic, and inspiring communication style with all stakeholders and team members, fostering an environment of respect, enthusiasm, and collaboration.

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

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

**Anticipated Start Date:** Fall 2024

**Location:** Onsite in Charleston, SC for production period and periodic meetings and events TBD with Lead Producer; remote/hybrid at other times

**Department:** Producing

**Reports to:** Lead Producer

### Responsibilities

#### Project Planning and Implementation

- Participate in all stages of planning for Festival-produced projects, including budgeting, production timelines, logistics, venue assessment, and creative team coordination.
- Collaborate with the Lead Producer to create and manage production budgets for all projects and overall Festival infrastructure.
- Oversee the maintenance and advancement of Festival-owned co-production assets.
- Create and manage technical riders, production decks, and drawing packets for co-productions.
- Supervise bids and budgeting for scenic builds, oversee awards to shops, and manage associated contracts.
- Lead production and design meetings for Festival-produced shows, ensuring smooth coordination across technical departments.

- Develop and manage a detailed production schedule, including load-ins, change-overs, and strikes.
- Supervise trucking schedules for transporting assets between venues and locations.

#### Festival Implementation and Administration

- Maintain consistent communication with production personnel and troubleshoot issues as they arise.
- Monitor adherence to schedules and budgets, approving necessary changes in collaboration with the Lead Producer.
- Oversee the reconciliation of production expenditures after the Festival concludes.
- Serve as a primary point of contact for weather-related issues and other operational challenges, working closely with the Lead Producer and Chief Operating Officer.

#### Venue, Facility, and Labor Coordination

- Build and sustain relationships with local labor unions, venues, vendors, and partners to ensure smooth operations during the Festival.
- Oversee the maintenance, inventory, and repair of Festival-owned equipment, working in collaboration with the Facilities Coordinator.
- Act as the liaison with IATSE Local 333 to coordinate schedules, payroll, and reporting.
- Ensure venue safety checks are completed and address any maintenance needs.

#### Staff Leadership

- Recruit, hire, train, and supervise technical staff, including the technical supervisor and production coordinator, as well as seasonal department heads for wardrobe and props, and seasonal production staff across lighting, audio, and scenic (both professional and apprentice-level).
- Coordinate housing and travel for production staff, ensuring alignment with project schedules and budgets.
- Conduct and oversee safety training for all production personnel.
- Manage and oversee staff schedules, making necessary adjustments to ensure balance, accommodate individual capacity, and respond to shifting priorities.

#### **Required Qualifications**

- Minimum 7 years of experience leading production for a festival, performing arts organization, or similar presenting body.
- Proficiency with reading, interpreting, and interacting with architectural designs as well as design drawings and technical models from all departments.
- Strong knowledge of collective bargaining agreements and experience managing unionized staff, including IATSE contracts.
- Proven ability to manage multiple projects, meet deadlines, and maintain detailed organizational systems for production schedules, budgets, and staffing.
- 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.
- Ability to troubleshoot complex production issues in a high-pressure, fast-paced environment.
- Excellent communication and interpersonal skills, particularly in synthesizing complex information and working across departments.
- High level of independence, initiative, and ability to manage varying priorities with minimal supervision.
- A strong commitment to service excellence, approaching challenges with a positive and professional attitude.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, Teams) and other relevant software.

#### **Desired Qualifications**

- Familiarity with Spoleto Festival USA, the Charleston production market, and/or similar festival operations helpful
- Experience in mentoring and training entry-level or apprentice staff, including college-age students.
- Proficiency in AutoCAD or Vectorworks

### Additional Requirements

- 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, exposure to the elements, loud noise.
- Physical requirements include significant focus and visual concentration on screens, frequent communication in various forms, and the need for stooping, kneeling, bending, standing, squatting/crouching, crawling/kneeling, pushing/pulling, ascending/descending (catwalks, ladders, platforms and stairs), reaching above the shoulders, lifting of up to 50 lbs., moving/pulling/pushing up to 100 lbs. with assistance if necessary, working at a desk for long periods, and using computer equipment. Adaptations to accommodate individual needs are available in accordance with the ADA.
- 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 and have access to reliable personal transportation.
- Must be able to pass and maintain a clear background check.
- Demonstrated commitment to fostering an equitable, accessible, and inclusive environment for Festival staff, artists, audiences, and communities.
- 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.
- The work of this position is based in Charleston, SC with on-site presence required during the Festival period (prep, rehearsals, load-in, event, load-out, etc.) Outside the production period, remote/hybrid work is possible with periodic travel to Charleston as discussed and pre-approved with Lead Producer.

### Compensation

The salary range for this position is \$80,000-\$95,000 annually. The salary offered will be commensurate with the selected candidate's experience and qualifications.

### Full-time Employee Benefits + Perks:

- Comprehensive Medical, Dental and Vision Insurance
- Health Savings Account and Health Reimbursement Arrangement
- Life and Disability Insurance
- 401(k) Retirement Plan with Employer Match
- Employee Assistance Program
- Generous Time Off: Paid Vacation Days + Paid Office Closures (11 Holidays + 23 Office Closures)
- Paid Sick Leave
- Free Onsite Parking
- Complimentary Festival Performance Admission for Staff and Guest

**To apply:** Please send a resume and cover letter to [careers@spoletousa.org](mailto:careers@spoletousa.org), indicating the attention of Production Director. 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.*