

SPOLETO — FESTIVAL USA

Technical Supervisor

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 **Technical Supervisor (TS)** at Spoleto Festival USA is responsible for overseeing the logistics, implementation, and troubleshooting of all technical production needs across Festival programming. This role works closely with the Production Director and the Producing team to support budget quotes and negotiations, coordinate equipment rentals, and assist in the hiring process for applicable production departments. The TS also plays a key role in logistical planning throughout the programming process, ensuring that technical elements are executed efficiently and effectively.

A successful candidate will bring strong problem-solving skills and hands-on technical expertise, with a proven ability to manage multiple projects simultaneously. They will possess a professional, detail-oriented, and proactive communication style, fostering effective collaboration across technical departments and creative teams.

Position Type: Full-time with variable hours, exempt, and limited benefit eligible

Hours: As a variable-hour, full-time employee, the work schedule will fluctuate based on production needs and will be determined in consultation with the Production Director and Lead Producer. The expected hours are as follows:

- **September through December:** 10–20 hours per week.
- **January through March:** 20+ hours per week.
- **April through June:** 40+ hours per week. During the Festival period, you will be required to have an on-site presence, remain on-call, and be available for nights, weekends, holidays, and extended hours as necessary.
- **July through August:** 5–10 hours per week.

Anticipated Start Date: Fall 2024

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

Department: Producing

Reports to: Production Director

Responsibilities

Planning Periods

- Support the Production Director in reviewing technical riders and assessing spatial requirements for upcoming performances.
- Create exploratory technical drawings for shows in various Spoleto Festival spaces to facilitate logistical and planning considerations.
- Gather early rental quotes and negotiate equipment needs for produced work, including mixing rental, venue inventory, and Festival inventory, while identifying special project requirements.
- Conduct site visits to new or renovated performance spaces in Charleston, as needed, and in consultation with the Production Director and Lead Producer.
- Collaborate with designers to finalize scenery and rigging drawings and elements, ensuring that all technical requirements are met.

- Generate and submit comprehensive shop orders for rigging within designated timelines and budgets.
- Collect or create technical drawings for presented works, depending on the project's specific needs and available materials.
- Assist the Production Director in the recruitment and hiring process for various production departments.
- Participate in advance meetings with presented works and consult with artistic leads for internally-produced series, such as Orchestra, Chorus, Chamber Music, and Jazz.
- Develop rep plans for venues requiring repertory changes, ensuring smooth transitions between performances.
- Create preliminary load-in plans for early-access venues, in coordination with the Logistics Manager.
- Formulate preliminary logistics plans for over-the-road trucking of equipment, collaborating closely with the Logistics Manager.

Festival Period

- Oversee and manage load-ins and load-outs for all Festival venues, ensuring coordination of logistical plans for later-opening spaces.
- Coordinate the movement of equipment between venues in collaboration with the Logistics Manager.
- Provide solutions for special customization requests, temporary setups, and on-the-spot troubleshooting for technical and logistical needs.
- Act as the primary point of contact for designers, attending production meetings and maintaining frequent check-ins throughout the Festival period.
- Assist with troubleshooting significant issues, such as equipment failures, logistical challenges, labor disputes, or last-minute design changes.
- Coordinate design elements for Orchestra, Choral, Chamber, and Jazz performances, ensuring seamless integration across venues.
- Maintain comprehensive show documentation to ensure accurate records of all technical and production aspects.
- Manage the return of rental equipment and oversee the restoration of Festival-owned equipment post-Festival.
- Take on additional duties as assigned, which may include creating seat maps, designing orchestra layouts, or coordinating other production-related activities.

Staff Leadership

- Recruit, hire, train, and supervise technical staff, including seasonal production staff across carpentry and rigging (both professional and apprentice-level).

Required Qualifications

- Minimum 5 years of experience in one or more of the following areas: scenic construction, scenic coordination, rigging, backstage logistics, or stage operations.
- Proficiency in AutoCAD or Vectorworks.
- Proven ability to manage and prioritize multiple projects.
- Passionate about people with experience leading a diverse team of people.
- 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.
- Knowledge of collective bargaining agreements and experience working with unionized staff, particularly IATSE contracts.

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 Production Director and Lead Producer.

Variable Hours

This role's annual salary is based on fluctuating weekly hours, determined with the supervisor. The workload varies throughout the year, with hours often exceeding 40 per week during the Festival period.

Compensation

The annual salary reflects varying effort levels throughout the year, ranging from \$35,000-\$45,000. The final salary will be commensurate with the candidate's experience and qualifications.

Limited Benefits Eligibility for Variable Hour Employees

Employees averaging fewer than 30 hours per week are not eligible for paid time off or standard health, life, vision, and dental insurance. However, they may qualify for the 401(k) Retirement Plan with Employer Match if eligibility criteria are met, and can take advantage of planned office holidays and closures.

To apply: Please send a resume and cover letter to careers@spoletousa.org, indicating the attention of Technical Supervisor. 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.