

SPOLETO — FESTIVAL USA

Producing Assistant

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 2024 Season will take place from May 23 through June 8. Spoleto Festival USA is a 501 (c)(3) charitable organization.

Job Description

Spoleto Festival USA is seeking a **Producing Assistant** to support the Producing Department for the 2025 Festival season. This temporary, seasonal role will assist in transportation logistics for artists and seasonal staff, coordinate welcome hospitality efforts, and support a range of administrative and logistical tasks. The Producing Assistant works collaboratively across departments and ensures a welcoming and efficient experience for those participating in the Festival.

The ideal candidate is professional, organized, and proactive, with an energetic and positive attitude. They thrive in fast-paced environments, maintain a calm demeanor under pressure, and possess excellent communication and interpersonal skills.

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

Start Date: Tuesday, January 21, 2025

End Date: Friday, June 20, 2025

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 the Festival's transportation logistics:
 - Hire and manage drivers for artist and staff transportation.
 - Coordinate transportation schedules for arrivals, departures, and other travel needs.
 - Communicate transportation arrangements with artists and staff.
 - Input and maintain transportation schedules in Prepared, updating as needed.
 - Manage basic vehicle maintenance (e.g., fuel, wiper fluid) and report additional needs to the Producing Administrator.
 - Coordinate with the Finance Department on gas-related expenses.

- Collaborate on welcome hospitality:
 - Assist the Producing Administrator in compiling and distributing welcome kits for seasonal staff and artists.
- Support administrative and logistical tasks:
 - Assist in arranging housing for artists and staff.
 - Prepare and organize Festival materials, including badges, kitchen supplies, and pre-arrival letters.
 - Perform other administrative tasks as assigned to ensure smooth Festival operations.

Essential Experience and Skills

- Strong interest in arts administration or related fields.
- Exceptional interpersonal and communication skills, with the ability to foster collaboration across teams, engage diverse audiences, and effectively interact with people from varying backgrounds and personalities.
- Excellent organizational and time management skills, with the ability to handle multiple projects in a fast-paced environment.
- Keen attention to detail and a proactive approach to problem-solving.
- Calm, professional demeanor while navigating high-pressure situations and shifting priorities.
- Flexibility and adaptability to shifting priorities, with a proactive mindset to assist in other areas of the organization when needed.
- Proficient in Microsoft Office Suite (Word, Outlook, Excel, and Teams).

Additional Requirements

- Must be comfortable and able to work in the following conditions: low light or no light environments, 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, pushing/pulling, ascending/descending (platforms and stairs), reaching above the shoulders, lifting of up to 50 lbs., moving/pulling/pushing up to 100 lbs. with assistance if necessary, moving materials of various shapes and sizes, 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 be 21 years of age or older as this role requires driving a Festival-provided vehicle.
- Must possess (or be able to immediately obtain upon hire) and maintain a valid driver's license. Should be comfortable driving Festival-provided vehicles, including minivans, SUVs, cargo vans, and 15-passenger vans, throughout the Charleston region.
- 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.
- Position is based in Charleston, SC. On-site presence is required.

Compensation

The salary for this position is \$650 per week.

Perks

Complimentary access for seasonal staff + a guest to select performances and events.

To apply: Please send a resume and cover letter to careers@spoletousa.org, with the subject line “Producing Assistant”.

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.