

SPOLETO — FESTIVAL USA

Associate Producer, Presentations & Companies

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

Spoletto Festival USA is seeking an **Associate Producer, Presentations & Companies** to manage and coordinate the Festival's presented projects and companies across multiple artistic disciplines, including dance, theater, jazz, and immersive experiences. This role also involves producing select new works, contributing to program research and long-term planning, and fostering relationships with artists, agents, and collaborators.

Reporting to the Lead Producer, the Associate Producer plays a key role in the Festival's creative and logistical success, collaborating across departments and ensuring seamless implementation of all presented works.

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: January 2025

Location: Charleston, SC (on-site)

Department: Producing

Reports to: Lead Producer

Responsibilities

Program Management & Logistics

- Oversee all logistical elements of presented projects, including contracts, hospitality riders, transportation, housing, payments, visas, comp tickets, and group logistics.
- Manage dance, theater, physical theater, other media (e.g., immersive exhibitions), major music acts, and all jazz artists/groups in collaboration with the Jazz Curator.
- Serve as a point of contact for artists, ensuring clear communication and responsiveness.

Producing & Programming

- Produce select new projects as assigned by the Lead Producer.
- Collaborate with Producing colleagues to find connections and opportunities across programming and artists.
- Research and propose new productions in dance, theater, and other mediums; attend performances and conferences to identify potential projects.

Artist & Company Support

- Coordinate artist and company hospitality in accordance with riders and ensure an exceptional Festival experience.
- Provide immediate and critical support to artists and companies during the Festival period.

Interdepartmental Collaboration

- Partner with Marketing to collect and develop promotional materials, billing information, and related assets.
- Assist Development in securing sponsorships, coordinating donor events, and supporting fundraising campaigns with program-specific details.

Budget & Strategy

- Maintain and track budget lines for assigned projects in collaboration with the Lead Producer.
- Contribute to long-term strategic planning within the Producing department and the organization as a whole.

Required Qualifications

- Demonstrated experience in arts administration, performing arts festivals, large-scale events, performance tours, or related fields.
- Proven experience producing or presenting projects across music, theater, dance, and other performance disciplines.
- A minimum of 2 years of management experience, including oversight of staff at various levels.
- Strong project management and organizational skills, with the ability to excel in a fast-paced, dynamic environment while maintaining strategic focus.
- Exceptional interpersonal skills, with the ability to foster collaboration across teams and work effectively with diverse groups of people and personalities.
- Outstanding writing and presentation skills, with a keen attention to detail and accuracy.
- Proficient in Microsoft Office Suite (Word, Outlook, Excel, and Teams).
- Results-oriented and deadline-driven approach.
- Flexibility and adaptability to shifting priorities, with a proactive mindset to assist in other areas of the organization when needed.

Desired Qualifications

- Experience working in a nonprofit organization.
- Experience producing or presenting classical music, opera, theater, or dance projects.
- Interest in and experience with young people and community engagement.
- Familiarity with performance riders, contract administration, and budget tracking.

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 25 lbs., moving/pulling/pushing up to 50 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.
- Travel may be required to external events and locations locally and nationally.
- 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 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.
- This position is based in Charleston, SC, with on-site presence required during the Festival period. Remote or hybrid work may be possible with prior approval from the supervisor.

Compensation

The salary range for this position is \$60,000-\$65,000 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, with the subject line "Associate Producer". Three (3) character references must be provided, including their email addresses. 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.