

Producing Associate

Now in its 50th 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 2026 Season will take place from May 22 through June 7. Spoleto Festival USA is a 501 (c)(3) charitable organization.

Job Description

Spoletto Festival USA is seeking a detail-oriented and collaborative **Producing Associate** to join the Producing Department. The Producing Associate is an integral part of the team, providing operational, logistical, and creative support to the producers, production team, seasonal production departments, and artists of the annual Festival.

This position is responsible for year-round department operations and planning, as well as leading housing logistics for the Festival period. The Producing Associate will work closely with all Producing staff, seasonal apprentices, and colleagues across Festival departments, while also interfacing with artists, agents, vendors, and community partners.

The Producing Associate must be available to work nights, weekends, holidays, and extended hours during the Festival production period (April through mid-June). Occasional evenings and weekends may also be required outside of the Festival, with advance notice.

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 2025

Location: Charleston, SC (on-site)

Department: Producing

Reports to: A Department Producer

Responsibilities

Department Operations

- Schedule and coordinate meetings (in-person and virtual) for project planning.
- Serve as main logistical point of contact for Artistic Consultants, including meetings, event planning, travel logistics, and communications.
- Maintain department calendar of project and planning timelines.
- Support Producing department research, materials, and administrative operations, including:
 - Project assets such as production decks, riders, photos, archival videos, and design elements for rental.
 - Research and management of reference materials for artistic projects under consideration.
 - Purchases, receipts, subscriptions, and contract filing.
- Coordination with performing rights organization filings.
- Research and prepare visa petitions under the direction of Producing colleagues.
- Contribute to long-range strategy and season planning.

Festival Operations

- Coordinate all housing needs and preferences for artists, seasonal staff, and consultants; serve as on-call, primary point of contact for housing logistics.
- Manage the setup, closeout, and check-in/out operations for all artist and seasonal staff housing.
- Support the seasonal Transportation Coordinator with airport ground transfers, rental vehicles, parking passes, and scheduling drivers.
- Hire, train, and supervise seasonal staff, including Festival Drivers and Apprentices, ensuring alignment with Festival standards and operational needs.
- Assist production operations as needed in hiring, contracts, accounting, housing, shipping, and travel.
- Work with the Producing team to address operational needs and unexpected challenges that arise during the Festival.

Required Qualifications

- Prior experience and interest in classical music, opera, theater, dance operations, performing arts festivals, large-scale events, arts administration, or a related field.
- Experience coordinating with and supporting diverse teams of people and personalities.
- Impeccable accuracy and attention to detail in both written and numerical work, supported by strong organizational skills.
- Excellent interpersonal skills with the ability to collaborate across teams and engage effectively with artists, senior leadership, stakeholders, vendors, and volunteers.
- Exceptional verbal and written communication skills.
- Proficient in Microsoft Office Suite (Word, Outlook, Excel, and Teams)
- Flexibility and adaptability to shifting priorities, with a proactive mindset to assist in other areas of the organization when needed.

Desired Qualifications

- Bachelor's degree.
- Experience in a nonprofit organization.
- Background in the arts/culture or production sector.
- Knowledge of the downtown and greater Charleston area.
- Familiarity with artist visa petition processes.
- Experience supervising entry-level or apprentice staff.

Additional Requirements

- Physical requirements include sustained focus and visual concentration on screens, frequent communication in various formats, and the ability to stoop, kneel, bend, stand for extended periods, squat/crouch, push/pull, climb stairs or platforms, reach overhead, and lift up to 50 lbs. Ability to move, push, or pull up to 75 lbs. with assistance may be required. Must be able to work at a desk for long periods, use computer equipment, and travel between facilities and venues while carrying materials. Reasonable accommodations will be provided in accordance with the ADA.
- Must be comfortable and able to work in the following conditions: low light or no light environments, exposure to the elements, loud noise, indoors and/or outdoors.
- 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 and operate Festival provided vehicles.
- 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; must be available to work at donor and fundraising events throughout the year and during the Festival. 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. Travel to various Charleston based venues will be required.

Compensation

The salary range for this position is \$45,000-\$55,000 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, cover letter, and writing samples relevant to this position to careers@spoletousa.org with the subject line "Producing Associate." Three references with email addresses are required. 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.