



SPOLETO FESTIVAL USA

14 George Street, Charleston, SC 29401-1524
p: 843.722.2764 f: 843.723.6383 spoletousa.org

JOB TITLE: Winter Artist Services Apprentice

JOB DESCRIPTION: The Artist Services Apprentice will primarily assist the Producing Assistant and the Company Manager with a wide range of tasks including coordination of artist housing, artist arrivals and departures; administration of welcome and backstage hospitality; transportation; and administrative tasks such as data entry, correspondence, and the preparation of mailings and artist welcome packets.

Position will begin in February and be part-time (5 – 10 hours) with flexible hours until end of April. At the end of April, the position will become a full-time position with evening and weekend time commitment being necessary until June 9th. The position will end in mid-June.

QUALIFICATIONS/REQUIREMENTS: Candidate should have excellent organizational and time management skills, a professional demeanor, and solid computing skills. Fluency with Microsoft Word, Excel, and Outlook is helpful. The ability to set priorities, work collaboratively, take initiative, and anticipate and solve problems is necessary.

ABOUT THE FESTIVAL: For 17 days and nights each spring, Spoleto Festival USA fills Charleston, South Carolina's historic theaters, churches and outdoor spaces with more than 140 events featuring artists from around the world performing opera; theater; ballet, contemporary, and postmodern dance; music theater; jazz, chamber, contemporary, and symphonic music; and visual arts. Spoleto Festival USA is internationally recognized as America's premier performing arts festival.

The Festival 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 unusual performance opportunities for established artists.

TO APPLY: Please send a resume and cover letter to Artist Services Apprentice Search, Spoleto Festival USA, 14 George St, Charleston, SC 29401 or to sbennett@spoletousa.org with the subject line "Artist Services Apprentice Search." Applications will be reviewed on a rolling basis.

No phone calls, please.