



SPOLETO FESTIVAL USA

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

JOB TITLE: Transportation Coordinator

SUMMARY: The Transportation Coordinator will arrange travel and transportation for over 500 Festival artists.

DUTIES AND RESPONSIBILITIES: Responsibilities include working with artists and companies to purchase individual and group travel and coordinating all group and individual arrivals and departures as well as proper reception and/or delivery of freight. The Transportation Coordinator will also manage all local artist transportation; arrange car and bus rentals; handle parking permits and street closures; and hire, schedule, and supervise Festival drivers.

Position will begin February 3 and end in mid-June, 2015. Extensive evening and weekend time commitment is essential beginning end of April through the end of the Festival; must be willing to be on call around the clock during this period.

REQUIREMENTS AND QUALIFICATIONS: Candidates must have prior administrative experience, be highly detail-oriented and have very strong organizational, communication, and computer skills, especially in Excel. The ability to think fast and problem-solve under pressure is a must. Prior experience with arranging travel and/or complex transportation schedules a plus.

TO APPLY: Please send a resume and cover letter to Transportation Coordinator Search, Spoleto Festival USA, 14 George St, Charleston, SC 29401 or to sbennett@spoletousa.org with the subject line "Transportation Coordinator Search." Applications must be received by December 5th and will be reviewed on a rolling basis. No phone calls, please.