



SPOLETO
FESTIVAL
USA

14 George Street, Charleston, SC 29401-1524

ARTIST SERVICES ASSISTANT

About the position: The Artist Services Assistant will provide support in the Artistic Planning and Operations Department and will work directly with Festival Company Manager and Producing Associate. Projects will include artist transportation scheduling, managing Festival drivers and fleet vehicles; assistance with artist housing; tracking artist forms; administrative and operations support; artist welcome hospitality and other logistics related to artist services.

Candidates must have prior administrative experience, be highly detail-oriented and have very strong organizational, communication, planning, and computer skills, especially in Excel. The ability to think fast and problem-solve under pressure is a must.

Position will begin March 1 and end in mid- to late-June, 2021. Extensive evening and weekend time commitment is essential beginning in May through the run of the Festival; must be willing to be on call around the clock during this period.

To apply: Please email a resume and cover letter to artistservices@spoletousa.org with the subject line "Artist Services Assistant Search." Applications must be received by February 1 and will be reviewed on a rolling basis.

No phone calls, please.