

SPOLETO FESTIVAL USA

Artist Services Assistant

The Artist Services Assistant is a full-time, seasonal position that provides support in the Artistic Planning and Operations Department. This person will work directly with Festival Company Manager and Producing Associate to plan and coordinate logistics related to the hundreds of artists who perform at the festival.

Primary Duties and Responsibilities:

- Provide administrative and operations support to the Artist Services department
- Assist with coordination of artist housing
- Plan and coordinate artist welcome hospitality
- Assist with logistics related to festival artists
- Coordinate transportation scheduling including overseeing vehicle rentals and Festival drivers

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.

Qualifications:

- Strong communication skills, both verbal and written
- Exceptional attention to detail
- Computer skills as they relate to organizational tasks, especially knowledge of Microsoft Excel and Outlook
- The ability to think fast and problem solve in a highly pressured, fast-paced environment

Anticipated Start Date: January 24, 2022

Anticipated End Date: June 17, 2022

About Spoleto Festival USA:

For 17 days and nights each spring, Spoleto Festival USA fills Charleston, South Carolina's historic theaters, churches, and outdoor spaces with performances by renowned artists as well as emerging performers in opera, theater, dance, and music. Founded in 1977, this non-profit is internationally recognized as America's premier performing arts festival.

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 November 15th and will be reviewed on a rolling basis. No phone calls, please.

Spoleto 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. Spoleto Festival USA does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership, parental status, military status, or any other non-merit factor.