

Marketing and Public Relations Department
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SPOLETO FESTIVAL USA

2019

COMMUNICATIONS ASSISTANT

Job Overview: The Communications Assistant reports to the Public Relations Manager and works on various elements of annual marketing and public relations campaigns. This position also works closely with the Director of Marketing and Public Relations. This is an onsite, part-time commitment from January 8 to May 17, 2019, with hours increasing during the Festival season (May 20 – June 9, 2019).

Key Areas of Responsibility:

- Assist with the development and execution of social media campaigns across platforms including Facebook, Instagram, and Twitter
- Create and develop content for the Festival's ongoing blog
- Manage ongoing bulk brochure distribution effort
- Oversee media ticketing using Tessitura database
- Manage targeted distribution and promotion campaign for Festival poster
- Update and maintain press clipping files
- Work closely with Public Relations Manager on pressroom set up and operation
- Develop and manage Festival photo opportunity schedule for local media
- Direct seasonal apprentices
- Other duties as requested

Knowledge, Skills and Abilities:

Ideal candidates are creative and organized individuals with outstanding writing and editing skills. Candidates should possess a technical savviness with an interest and experience in professional social media usage. Candidates need a driver's license, as well as a strong ability to work effectively under pressure and approach tasks with an energetic and collaborative attitude. A background in photography and videography is a plus, as is experience in leading others.

To apply:

Please send a cover letter and resume to Jenny Ouellette: jouellette@spoletousa.org.