

# SPOLETO FESTIVAL USA

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**Job Title:** Special Events Assistant

**Position Term:** December 3, 2018 – June 21, 2019

**Reports To:** Special Events Manager

**Summary:** The Special Events Assistant provides pre-event, on-site, and post-event assistance for special events coordinated by Spoleto Festival USA for the purpose of increasing connections with current donors and prospective donors, assisting specifically with the Annual Auction, Mary Ramsay Civic Award Luncheon, opening-night Fete, and patron parties. The young donor group, SCENE also utilizes the help of the Special Events Team for their season of events.

**Duties and Responsibilities:** Assists with tasks related to Development Department events including, but not limited to: Data entry, Creation – distribution - tracking of event invitations, Soliciting items for the annual auction as well as all follow up from donors and winning bidders, Shipping-transport of event related supplies, Placing orders for event equipment from vendors, Handling guest reservations, Event record keeping, managing and recording all budgets and expenditures for events, assisting in the hire of event apprentices and other tasks as assigned.

This position requires attention to detail and very strong organizational skills. Office work includes but is not limited to answering and returning phone calls, follow-up with inquiries, work in a complex database system Tessitura, and assist with correspondence and event files.

**Education:** Bachelor's degree preferred or equivalent experience in hospitality, marketing, and special events.

**Experience:** Candidate must demonstrate exceptionally strong organizational skills. Must be able to speak effectively with prospects and donors, and interact constructively and well with others. Knowledge of broad themes in event production is useful. Self-motivation, initiative and reliability are essential. General computer skills such as excel, publisher and managing budgets is required. Knowledge of In-Design is immensely helpful. Candidate must be able to handle information of a sensitive matter, such as confidential donor information and records.

**Physical Demands:** The Special Events Assistant will often lift and/or move up to 50 pounds and be must able to stand for long periods of time. A valid driver's license and willingness to drive a personal vehicle during the Festival is required.

**Work Environment:** The Special Events Assistant will be based primarily at the Spoleto office located at 14 George Street, with travel to various venues throughout peninsular Charleston. Assignments may be indoors or outdoors. Weekends and evenings will be required during the Festival with a few weekends and evenings prior to the start of the Festival.

**Key 2019 Dates:**

Spoletto Festival USA Annual Auction – February 8

Mary Ramsay Civic Award Luncheon – April 5

SCENE Shakedown – Date TBD

Spoletto Festival USA Opening Night Fete – May 25

Spoletto Festival USA 2019 – May 24 to June 9

**To Apply:** Please submit a cover letter and resume to [kdennis@spoletousa.org](mailto:kdennis@spoletousa.org);  
subject line: SPECIAL EVENTS ASSISTANT