

SPOLETO FESTIVAL USA

FOR ADMINISTRATION APPLICANTS ONLY: This application is intended for applicants applying to one of the following departments: Artist Services, Box Office, Development, Finance/Accounting, Media Relations, and Orchestra Personnel Management. Please complete this application and return with a cover letter, resume, and two letters of recommendation. All materials should be submitted at the same time. Please try to send letters of recommendation with your application materials. Send your application materials to:

by mail: Spoleto Festival USA
Apprentice Program
14 George Street
Charleston, SC 29401

by email to: Olivia Anderson
oanderson@spoletousa.org
Subject line: Apprenticeship Application
Microsoft Office and Adobe file formats only.

The deadline for all application materials is **Friday, February 28, 2020**. You will be notified by of the status of your application on or before April 15, 2020.

Name: _____ Current Address: _____

Email address: _____ Cell phone number: _____

Please list the apprenticeships you are most interested in. Department options include: Artist Services, Box Office, Development, Finance/Accounting, Media Relations, and Orchestra Personnel Management.

1. _____ 2. _____

What is your current area of study/employment? _____

Will you require housing in Charleston? _____ Will you have a car? _____

The majority of apprenticeships will begin May 11 and end June 7, 2020. Will you be available for the entire period of the apprenticeship in which you are applying? If not, please provide the dates that you are **NOT** available:

How did you learn about the Spoleto Festival USA Apprentice Program? _____

Please indicate if you are additionally applying for an Apprenticeship with our Production Department: _____

All applicants must submit the materials below to be considered. Letters of recommendation can be submitted separately. Incomplete applications will not be accepted.

1. Application
2. Cover letter detailing your interest and relative experience
3. Current resume
4. Two letters of recommendation to be sent with your application materials

INTERNAL USE ONLY			Missing materials: _____					
Choice 1:	P	H	Choice 2:	P	H	Other Dept.:	_____	
Interviewed?	Y	N	Interviewed?	Y	N	Interviewed?	Y	N
Interview date:	_____		Interview date:	_____		Interview date:	_____	
Ack. sent?	Y	N	Ack. sent?	Y	N	Ack. sent?	Y	N
First day:	_____		First day:	_____		First day:	_____	
Last day:	_____		Last day:	_____		Last day:	_____	