



Executive Assistant and Board Liaison

Spoleto Festival USA was founded in 1977 and is based in historic downtown Charleston, South Carolina. Over 17 days and nights in May and June, the Festival presents and produces over 120 performances of opera, theater, dance, and chamber, symphonic, choral, and jazz music, and is internationally recognized as America's premier performing arts festival. With over 40 years of operation in Charleston, the Festival engages over 300 seasonal employees as members of its orchestra, chorus, production, box office, and administration teams as well as various performing artists and companies.

Spoleto Festival USA is a 501(c)(3) charitable organization and is supported primarily by charitable contributions and ticket sales.

Job Description

The position supports the General Director, maintaining calendar/scheduling; managing correspondence; facilitating communication with the board of directors and Festival staff; making travel reservations, managing expense reporting; and answering phone and maintaining files.

The position also maintains administrative management of the board of directors, working closely with the Chief Advancement Officer. This includes monitoring board members' committee memberships, terms and contact details; coordinating materials, attendance, meeting room set-up, and other logistics for three annual board meetings and multiple committee meetings; taking minutes for some meetings; drafting correspondence; and serving as a primary point of contact for the board of directors.

Additional responsibilities include managing special projects on an as-needed basis, including but not limited to organizing site visits, monitoring position applications, and coordinating attendee lists for special events.

Qualifications and Capabilities

- Bachelor's degree in writing, communications, business, arts management, or related field
- 3+ years of executive-level administrative experience
- Excellent organizational, writing, and communication skills – copyediting skills preferred
- Ability to work independently and efficiently in a deadline-driven environment
- Ability to handle multiple, concurrent tasks with high attention to detail
- Strong interpersonal skills and sense of discretion
- Thorough knowledge of Microsoft Outlook, Word, and Excel
- Experience with performing arts and/or not-for-profit organizations an asset
- Experience with Tessitura software an asset

Compensation: \$46K - \$53K; benefits package including vacation and medical leave, seasonal remote work flexibility, on-site parking, participation in group health insurance, dental, vision, 401k and life insurance plans.

Anticipated start date: June 13, 2022

To apply: Please submit a resume and cover letter to adminjobs@spoletousa.org. No phone calls, please.

Equal Employment Opportunity: 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.

COVID Vaccination Requirement: Spoleto Festival USA requires all staff and participants to be fully vaccinated, including a booster for those who are eligible, against COVID-19 prior to accepting an offer of employment. Applicants acknowledge that they are fully vaccinated and are willing to: provide proof of vaccination upon request, maintain vaccination as recommended by public health authorities, and submit to testing and other health protocols as may be required now or in the future. Continued employment is conditional on these requirements.