

SPOLETO — FESTIVAL USA

Special Events Assistant

Now in its 48th year, Spoleto Festival USA is internationally recognized as America's premier performing arts festival. For 17 days and nights each spring, Spoleto Festival USA fills Charleston's historic theaters, churches, and outdoor spaces with performances in opera; theater; dance; and chamber, symphonic, choral, and jazz music. Spoleto's mission is to present programs of the highest artistic caliber while maintaining a dedication to young artists, a commitment to all forms of the performing arts, a passion for contemporary innovation, and an enthusiasm for providing unique performance opportunities for established artists. Beyond its role as a launching pad for young talent, Spoleto also serves as a catalyst for cultural change and has aided in Charleston's flourishing as a top arts and culture destination. The 2024 Season will take place from May 24 through June 9. Spoleto Festival USA is a 501 (c)(3) charitable organization.

Job Description

Spoleto Festival USA is on the lookout for a dedicated Special Events Assistant to join our team on a full-time, year-round basis. The core of this role is to elevate our fundraising efforts by actively assisting in donor events throughout the year, with a particular emphasis during our vibrant 17-day festival in Charleston, SC. Working closely and reporting directly to our Special Events Manager, the Special Events Assistant will be responsible for engaging in meticulous pre-event planning, offering exemplary on-site event support, and ensuring seamless post-event follow-ups. This position will significantly contribute to the following special events orchestrated by the Development Department and play a pivotal role in donor parties, especially during the Festival's duration:

- Mary Ramsay Civic Award Luncheon – Friday, April 19, 2024
- Spoleto Festival USA Opening Gala (Name TBD) – Thursday, May 23, 2024
- Spoleto Festival USA 2024 – Friday, May 24 through Sunday, June 9, 2024

Position Type: Full-time, exempt, and benefit eligible

Hours: 40+ hours; including work nights, holidays, weekends, and extended hours as required; must be available to work on weekends and evenings associated with donor and fundraising events throughout the year and during the Festival

Anticipated Start Date: December 4, 2023

Location: Charleston, SC (onsite)

Department: Development

Reports to: Special Events Manager

Responsibilities

- Assist with all aspects of planning and staging fundraising events: vendor contracting, cultivation of event themes, coordinating with each event committee, tracking RSVP's and revenue, monitoring budget and expenses, planning and execution before the event, and executing day of event logistics.
- Process special event gifts and data entry in the Tessitura database.
- Process special event revenue acknowledgements in a timely manner.
- Maintain organized digital archives of event materials and donor communications, also keeping physical copies when required.
- Respond promptly to emails and phone calls.

- Generate, circulate, and monitor event RSVPs, invitations, and crucial event details, ensuring constant communication with key stakeholders.
- Manage auction items, including communication with donors and ensuring winners are promptly informed.
- Coordinate the shipping and handling of event-related resources.
- Manage and track event expenses through the Financial Edge platform.
- Assist with hiring and training of for seasonal event apprentices.
- Tackle additional responsibilities as they arise.

Required Qualifications

- High school degree or its equivalent.
- Keen attention to detail paired with robust organizational abilities.
- Effective verbal and written communication skills.
- Ability to confidently interact with high level donors and prospects in a professional and personable demeanor.
- Discretion when working with sensitive and confidential donor information and records.
- Proficient in Microsoft Office Suite, encompassing Word, Outlook, Excel, and Teams, as well as adept in utilizing Adobe InDesign, Photoshop, and Illustrator, as well as Microsoft Publisher software.

Desired Qualifications:

- Bachelor's degree or equivalent experience in hospitality, marketing, or special events.
- Experience in a nonprofit organization.
- Experience in the arts and culture sector.
- Working knowledge of Tessitura or similar fundraising databases or CRM systems.

Additional Requirements:

- Position is based in Charleston, SC with the possibility of approved periodic hybrid/remote work. On-site presence is required throughout the Festival period. Travel to various Charleston based venues will be required.
- Flexibility with work schedule, including work nights, holidays, weekends, and extended hours as required; must be available to work at donor and fundraising events throughout the year and during the Festival. Ability to work long days, nights, and weekends with a positive attitude.
- Must be 21 year of age or older as this role will work with and around alcoholic beverages.
- Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, pushing/pulling, ascending/descending (stairs), reaching above the shoulders, lifting of up to 50 lbs., the ability to move between various facilities and venues while carrying materials, and using computer equipment. Must be able to stand for extended periods of time. Assignments may be indoors and/or outdoors.
- Ability to work in a constant state of alertness and in a safe manner.
- Must possess (or be able to immediately obtain upon hire) and maintain a valid driver's license.
- Must be able to pass and maintain a clear background check. Must be able to drive a Festival-provided vehicle.
- Demonstrated commitment to fostering an equitable, accessible, and inclusive environment for Festival staff, artists, audiences, and communities.

Compensation:

Spoletto Festival USA offers a competitive salary and benefits package for qualified candidates. The target salary range for this position is \$40,000-\$45,000. The salary offered will be commensurate with the selected candidate's experience and qualifications.

Full-time Employee Benefits + Perks:

- Comprehensive Medical, Dental and Vision Insurance
- Health Savings Account and Health Reimbursement Arrangement
- Life and Disability Insurance
- 401(k) Retirement Plan with Employer Match
- Employee Assistance Program
- Generous Time Off: Paid Vacation Days + Paid Office Closures (11 Holidays + 23 Office Closures)
- Paid Sick Leave
- Free Onsite Parking
- Complimentary Festival Performance Admission for Staff and Guest

To apply: Please send a resume and cover letter to careers@spoletousa.org, indicating the attention of Special Events Manager. Three (3) character references must be provided, including their email addresses. No phone calls, please.

Spoletto 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. Spoletto Festival USA does not discriminate in employment on the basis of an individual's race, color, sex, gender identity, gender expression, genetic information, hairstyles or hair texture, national origin, religion, age, sexual orientation, individuals with disabilities, pregnancy, parental status, marital status, military status, or any other status protected by federal, state or local law. Our greatest strength comes from our ability to come together as unique individuals — come as you are and bring the best version of yourself.

Uncertain if you fulfill every requirement in our job description? Don't let that deter you! If you think you have the potential to shine in this role, we wholeheartedly invite you to apply. At Spoletto Festival USA, we enthusiastically evaluate a wide spectrum of candidates, valuing their diverse workplace backgrounds and experiences. Whether you're entering the world of arts and culture administration, reentering the workforce after a break, contemplating a career shift, or pursuing advancement on your career journey, we're eager to consider you for exciting opportunities within our organization. Your application will be met with appreciation and thorough consideration.