

# SPOLETO — FESTIVAL USA

## Driver (Seasonal, Part-time, Hourly)

Now in its 48<sup>th</sup> 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

We are on the lookout for part-time, seasonal drivers who will play a crucial role in ensuring our artists' transportation needs are seamlessly met. As a driver for the Producing Department, you'll be the moving force that helps our production staff keep the show on the road, contributing directly to the success of our renowned festival. If you have a passion for the arts, a love for driving, and a commitment to exceptional service, we encourage you to apply.

**Position Type:** Seasonal, part-time, hourly, and not benefit eligible

**Start Date:** April 21, 2024

**End Date:** June 16, 2024

**Hours:** 20-32 hours per week, with flexibility for night, holiday, weekend, and extended hours as needed, while ensuring that the monthly total does not exceed 129 hours

**Location:** Charleston, SC (onsite)

**Department:** Producing

**Reports to:** Producing Administrator

### Responsibilities

- Provide prompt and efficient transportation services for Spoleto artists and staff, including airport transfers, lodging, performance venues, and other scheduled destinations.
- Manage a flexible schedule encompassing airport pickups, appointments, event attendance, and other transportation needs, accommodating changes due to weather or unforeseen circumstances.
- Foster a hospitable and professional atmosphere, ensuring artists feel valued and supported throughout their festival experience.
- Distribute Spoleto Festival Welcome Packets and any additional materials as organized by the Producing Assistant.
- Maintain open and clear communication with the production team, ensuring a seamless coordination of artists' schedules and transportation needs.
- Keep detailed records of transportation logs and any relevant incident reports to ensure the highest standards of service and safety are maintained.
- Regularly inspect and maintain the cleanliness and functionality of the festival vehicles.
- Assist with the navigation and itinerary planning to ensure timely arrivals, considering traffic patterns and special events in Charleston.
- Provide basic information and recommendations about Charleston to artists, enhancing their overall experience.

## Requirements

- A clean driving record and proficiency in operating various types of vehicles.
- Exceptional communication skills, with an emphasis on clarity and timely correspondence.
- Comprehensive knowledge of the Charleston region, including alternative routes and points of interest.
- A consistently charged smartphone with GPS capability to maintain communication and navigation.
- Demonstrated hospitality skills with a focus on providing a comfortable, inclusive, and enjoyable experience for all artists and staff.
- Adherence to all traffic laws and safety regulations, with a commitment to responsible driving practices at all times.
- Ability to handle sensitive situations with discretion and maintain confidentiality as required.
- Patience and flexibility to adapt to last-minute changes in schedules or routes.

## Special Considerations

- Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling/kneeling, pushing/pulling, ascending/descending (platforms and stairs), reaching above the shoulders, lifting of up to 50 lbs., moving materials of various shapes and sizes, sitting in a vehicle for long periods, and using computer equipment.
- Must be 21 year of age or older as this role requires driving a Festival-provided vehicle.
- 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 drive a Festival-provided vehicle.
- Must be able to pass and maintain a clear background check.
- The ability to communicate your availability in advance. Flexibility with work schedule, including work nights, holidays, weekends and extended hours as required; on-call during Festival period. Ability to work long days, nights, and weekends with a positive attitude.
- Position is based in Charleston, SC. On-site presence is required.
- Demonstrated commitment to fostering an equitable, accessible, and inclusive environment for Festival staff, artists, audiences, and communities.

## Compensation

\$15 per hour. Hourly, non-exempt, and not benefit eligible (Intermittent/As Needed) role.

**To apply:** Please send a <sup>1</sup>resume and <sup>2</sup>cover letter to [careers@spoletousa.org](mailto:careers@spoletousa.org), indicating the attention of Courtney Lawson.

*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 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 Spoleto 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.*