

SPOLETO — FESTIVAL USA

Box Office Driver (Seasonal, Part-time, Hourly)

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

We are on the lookout for a part-time, seasonal driver who will play a crucial role in ensuring our Box Office team needs are seamlessly met, including transporting Box Office staff to and from venues. As a driver for the our Box Office team, you'll be the moving force that helps our 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: May 22, 2024

End Date: June 9, 2024

Hours: 15-25 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: Box Office

Reports to: Assistant Box Office Manager

Responsibilities

- Provide prompt and efficient transportation services for Box Office staff and equipment.
- Manage a flexible schedule encompassing venue pickups and drop-offs, and other transportation needs, accommodating changes due to weather or unforeseen circumstances.
- Maintain open and clear communication with the team, ensuring a seamless coordination of staff 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.

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.
- 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 ¹resume and ²cover letter to careers@spoletousa.org, indicating the attention of Jordyn Davis.

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.