

SPOLETO – FESTIVAL USA

Festival Driver – Box Office (Seasonal)

Now in its 49th 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 2025 Season will take place from May 23 through June 8. Spoleto Festival USA is a 501 (c)(3) charitable organization.

Job Description

Spoletto Festival USA is seeking reliable and service-oriented **Festival Drivers** to support box office, the marketing department, and general festival operations during the 2025 season. As a driver, you'll play a crucial role in ensuring that box office personnel are transported safely and efficiently between venues, housing, and other key locations, ensuring a smooth and professional experience while navigating Charleston's busy festival period.

This seasonal role is **part-time, hourly** from **May 23 through June 8, 2025**, based on intermittent scheduling needs.

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. Not benefit-eligible (Intermittent/As Needed)

Anticipated Dates: May 23 through June 8, 2025

Hours: **Part-time, hourly drivers** will work as needed between **May 23 and June 8, 2025**, typically ranging from 15 to 25 hours per week. Scheduling will remain flexible based on festival needs and availability, including night, holiday, weekend, and extended hours. Total hours will not exceed 129 per month.

Location: Charleston, SC (on-site)

Department: Box Office

Reports to: Assistant Box Office Manager

Responsibilities

- Provide prompt and efficient transportation for box office staff, including lodging, venues, and other scheduled destinations.
- Manage a flexible schedule, accommodating last-minute changes due to weather, delays, or other circumstances.
- Foster a hospitable and professional atmosphere, ensuring staff feel valued and supported throughout their festival experience.
- Distribute any additional equipment and materials as organized by the Assistant Box Office Manager.
- Maintain open communication with the Box Office team to ensure seamless coordination of transportation needs.
- Keep detailed records of transportation logs and report any incidents or vehicle concerns as needed.
- Regularly inspect and maintain the cleanliness and functionality of festival vehicles.
- Assist with navigation and itinerary planning to ensure timely arrivals, considering traffic patterns and special events in Charleston.

Essential Experience and Skills

- Strong driving skills and proficiency in operating various types of vehicles.
- Knowledge of Charleston and its surrounding areas, including alternative routes and high-traffic zones.
- Must have a working and charged cell phone during shifts to receive necessary updates and should be equipped with GPS capability to assist with communication and navigation.
- Strong communication skills, with an emphasis on clear and timely correspondence.
- Exceptional hospitality skills with a focus on providing a comfortable, inclusive, and enjoyable experience for all 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.
- Passionate about people and able to handle challenges with a smile.

Additional Requirements

- Must be at least 21 years of age as this role will require driving a rental vehicle, and our rental provider requires drivers to be at least 21 years old.
- 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 and have access to reliable personal transportation.
- Must be able to pass and maintain a clear background check.
- Must be comfortable and able to drive in a variety of conditions, including navigating heavy traffic, congested pedestrian areas, late-night and early-morning driving, varying weather conditions, and unfamiliar routes.
- Physical requirements include lifting up to 50 lbs., driving, standing, kneeling, bending, reaching above shoulders, and extended periods of driving. Adaptations to accommodate individual needs are available in accordance with the ADA.
- Ability to work in a constant state of alertness and in a safe manner.
- Demonstrated commitment to fostering an equitable, accessible, and inclusive environment for Festival staff, artists, audiences, and communities.
- 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.
- This position is based in Charleston, SC, and requires on-site presence.

Compensation

- \$15 per hour.

Perks

Complimentary access for seasonal staff + a guest to select performances and events.

To apply: Please send your resume to careers@spoletousa.org with the subject line "Festival Driver – Box Office."

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