

Transportation Coordinator

Spoletto Festival USA is one of America's leading performing arts festivals. Each spring, for 17 days and nights, the Festival fills Charleston's historic theaters, churches, and outdoor spaces with more than 150 performances in opera, theater, dance, and chamber, symphonic, choral, and jazz music. The 2026 Season will run from May 22 through June 7.

Job Description

Spoletto Festival USA seeks a Transportation Coordinator to support all aspects of ground transportation for seasonal staff and artists throughout the Festival season while helping ensure a welcoming and organized arrival experience in Charleston. This role works collaboratively across departments to manage transportation logistics, schedules, and hospitality needs.

Ideal candidates are professional, highly organized, and calm under pressure, with the ability to manage complex logistics in a fast-paced environment. This is a temporary, seasonal position running through the 2026 Festival season.

Position Type: Temporary, seasonal, full-time, non-exempt, and not benefit eligible

Start Date: February 9, 2026

End Date: June 19, 2026

Hours: A standard 40-hour work week; including work nights, holidays, weekends, and extended hours as required; on-call during Festival period

Location: Charleston, SC (on-site)

Department: Producing

Reports to: Producer

Responsibilities

- Oversee Festival ground transportation operations, including:
 - Managing the Festival Transportation Schedule
 - Recruiting, hiring, and supervising staff drivers
 - Creating and distributing daily driver schedules and communicating updates in a timely manner
 - Coordinating rental vehicles used for ground transportation
 - Serving as the primary dispatch contact for staff and artists arriving in Charleston
- Coordinate welcome hospitality and Festival badge distribution
- Collaborate with teams to support evolving needs throughout the Festival season

Required Qualifications

- Exceptional attention to detail, particularly in building and maintaining complex schedules
- Ability to manage multiple priorities simultaneously in a high-volume, fast-paced environment
- Professional discretion, integrity, and calm in potentially stressful situations
- Strong problem-solving skills, with the ability to assess, prioritize, and identify creative solutions
- Ability to work collaboratively and take direction from senior team members
- Strong interpersonal skills, with the ability to communicate effectively with people of varied backgrounds
- Excellent verbal, written, and interpersonal communication skills
- Proficiency with Microsoft Office

Desired Qualifications

- Familiarity with the Charleston region.
- Experience in arts, culture, or live performance environments

Additional Requirements

- Physical requirements include sustained focus and visual concentration on screens, frequent communication in various formats, the ability to sit or stand for extended periods, and lift, push, or pull up to 50 lbs. Must be able to work at a desk for long periods, use computer equipment, and travel between facilities and venues while carrying materials. Reasonable accommodations will be provided in accordance with the ADA.
- Ability to work in a constant state of alertness and in a safe manner.
- Must be 21 years of age or older, as this role works with and around alcoholic beverages
- 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 license and have access to a reliable vehicle.
- Must be comfortable driving various types of vehicles around Charleston, not limited to minivans, SUVs, cargo vans, and 15 passenger vans.
- Must be able to pass and maintain a clear background check.
- 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; must be available to work long days, nights, and weekends during the Festival with a positive attitude.
- This position is based in Charleston, SC, with on-site presence required during the Festival period. Remote or hybrid work may be possible with prior approval from the supervisor.

Compensation

The salary is \$700 - \$800 per week, commensurate with the selected candidate's experience and qualifications.

To apply: Please send a resume and cover letter to careers@spoletousa.org with the subject line "Transportation Coordinator." 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.