

PR & Communications Specialist (Seasonal)

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.

Spoletto is a 501(c)(3) nonprofit organization.

Job Description

Spoletto Festival USA is seeking a highly organized and collaborative **PR & Communications Specialist** to support the execution of the Festival's public relations and communications strategies. This seasonal position plays a key part in media relations, community partnerships, and on-the-ground marketing efforts during the lead-up to and throughout the Festival.

The ideal candidate is a strong communicator with excellent organizational skills, a proactive mindset, and a passion for the arts, media, and storytelling.

Position Type: Seasonal, exempt, and not benefit-eligible

Hours: A standard 40-hour work week; including work nights, holidays, weekends, and extended hours as required; on-call during Festival period. The schedule will vary based on festival needs and will be determined with your supervisor.

Start Date: April 2026

End Date: July 30, 2026

Location: Charleston, SC (on-site)

Department: Marketing

Responsibilities

Media Relations

- Assist in coordinating media requests, interviews, and press ticketing.
- Monitor media coverage and compile regular press reports.
- Coordinate on-site press logistics during the Festival.

Community Partnerships

- Help manage and track deliverables from community partners (emails, calendar listings, promotions).
- Capture and amplify partnership activations by gathering assets and coordinating with the digital team.
- Support influencer marketing campaigns by ensuring deliverables are met and assets are received.

Signage & Visibility

- Manage production of Festival signage across venues and locations.
- Coordinate installation timelines with venues and partners.
- Pick up printed signage from vendors and ensure timely distribution.

Ticket Brochure Distribution

- Coordinate strategy for distribution of printed ticket brochures.
- Manage delivery to local businesses and community partners.
- Maintain distribution lists and track inventory.

Project Management & Administration

- Oversee poster and marketing collateral distribution; maintain database of locations.
- Manage intake, organization, and sharing of assets within the digital asset management system.
- Maintain shared documents, trackers, and project timelines.
- Support project logistics, documentation, scheduling, and cross-functional coordination.
- Provide general support to the Marketing team across campaigns and initiatives.

Required Qualifications

- 1–3 years of experience in a marketing, communications, public relations or related field.
- Strong writing, editing, and proofreading skills.
- Strong organizational skills with a keen eye for detail and the ability to manage multiple tasks effectively.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, Teams) and other relevant software.
- Passionate about people and able to handle challenges with a smile.

Additional Requirements

- Must be comfortable and able to work in the following conditions: low light or no light environments, standing for long periods of time, exposure to the elements, loud noise.
- Physical requirements include significant focus and visual concentration on screens, frequent communication in various forms, and the need for stooping, kneeling, bending, standing, squatting/crouching, pushing/pulling, ascending/descending (platforms and stairs), reaching above the shoulders, lifting of up to 25 lbs., moving/pulling/pushing up to 50 lbs. with assistance if necessary, working at a desk for long periods, and using computer equipment. 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 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 21 years of age or older as this role requires driving a Festival-provided vehicle.
- 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; 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: \$600-\$700 per week.

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

To apply: Please send a resume and cover letter to careers@spoletousa.org with the subject line "PR & Communications Specialist". 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.