

## Intern Job Description

**Title:** Spoleto Festival Technical Field Intern (Summer 2026)

**Location:** Charleston Peninsula / Mount Pleasant, SC

**Type:** Seasonal (Part-time Training + Full-time Festival Support)

**The Mission:** ADVYON is the technical backbone for the Spoleto Festival USA. We are seeking 5 interns to support the Box Office staff. Your job is to ensure their technology—specifically Microsoft Teams, mobile connectivity—works flawlessly so they can safely navigate Charleston's busy festival season.

### The Requirements:

- **Technical Proficiency:** Must have experience with Microsoft Teams (configuration, troubleshooting, and mobile app support).
- **Punctuality:** You must be on time for all shifts. In a live festival environment, technical delays have a ripple effect on every performance.
- **Reliability:** You must be a "Leader of your Role"—when a location has a tech issue, you own it until it is fixed.

### The Schedule:

- **May 1st:** Initial Orientation.
- **Weekly Training:** Once a week through May 10th.
- **May 11th – May 21st:** Spoleto Volunteer Training Downtown.
- **May 22nd – June 7th (Paid @ \$15/hr):** 8-hour shifts (Morning or Afternoon) split among the team to ensure 16-hour daily coverage.

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## Essential Skills for the Intern

- **Microsoft Teams Mastery:** Understanding how to manage channels, chats, and notification settings on both iOS and Android.
- **Calm Under Pressure:** Staff may be stressed due to technical issues; your job is to be calm, and be helpful as quickly as possible.
- **Proactive Maintenance:** Don't wait for things to break. Check in with staff between shifts to ensure their tech is ready for the next event.
- **Riding in Charleston:** You must be comfortable navigating tight streets, and heavy traffic on an e-bike. ADVYON will provide the e-bike, and safety gear to wear while operating.

To apply, please visit [advyon.com/careers](https://advyon.com/careers) to submit your resume and cover letter.

Please note that these positions are employed and supervised directly by ADVYON, an independent company that serves as the IT Managed Service Provider for Spoleto Festival USA.