

# **CITY OF CHARLESTON OFFICE OF CULTURAL AFFAIRS (OCA) SUMMER INTERNSHIP JOB DESCRIPTION**

City of Charleston Office of Cultural Affairs  
75 Calhoun Street, Suite 3800  
Charleston, SC 29401

**Flexible scheduling available!**

**Dates:** May 22 – June 12, 2017  
(*Piccolo Spoleto Festival runs May 26 – June 11<sup>th</sup>, 2017*)

**Reports to:** Internship Coordinator, Internship Management Assistant and the Director of Cultural Affairs

**Compensation:** Unpaid  
**Approximate number of hours:** 50-70

**Internship summary:** Summer interns at the Office of Cultural Affairs have the unique opportunity to be directly involved with the Piccolo Spoleto Festival. Interns will primarily serve as house managers for a variety of festival events, communicating with volunteers, coordinators, producers, and box office to ensure successful performances. Other duties, such as helping at the Farmers Market, working at the City Gallery, and helping in the office may be required. Interns must be flexible, professional, and capable of acting in a leadership capacity. Interns will gain arts management experience, leadership and time management skills, and have the opportunity to experience all facets of the Piccolo Spoleto festival.

**Duties required by the internship include but are not limited to:**

- Serve as the House Manager at various festival events for Piccolo Spoleto
- Manage volunteers to open and close the venue prior to and following the performance
- Act as a Stage Manager and help with transitions and blocking in multi-part shows
- Cooperate with event performers and coordinators to get venue ready for opening and the stage prepared for show-time
- Work the Information Booth in the Charleston Farmers Market on certain Saturdays and/or Sundays during the festival
- Act as docent at the City Gallery at Waterfront Park
- Cultivate an engaging social media experience
- Help as needed around the office during the festival

**Develop skills:**

- Arts Management
- Leadership
- Teamwork
- Public Relations
- Marketing