

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

Dates: April through June 2019, but can be flexible to just festival dates.

(Piccolo Spoleto Festival runs May 24 – June 9, 2019)

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

Compensation: Unpaid

Approximate number of hours: 50-70, can be more depending on your internship requirements. ****Applicants who receive college credit are preferred.**** **If college credit is not available, you must receive written documentation from your college/university stating that the internship is approved and/or sponsored by the school as educationally relevant.**

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