



Auction Decorating Day Chair

(On-Site Auction Department)

We are seeking a dynamic and creative Auction Decorating Day Chair to join our team. This individual will be an integral part of our charity auction event, responsible for supervising volunteer teams and assisting donors with their auction item setup.

The ideal candidate will have a keen eye for detail, strong organizational skills, and the ability to foster a positive and enjoyable environment for everyone involved.

Key Responsibilities:

- **Pre-Event Coordination:** Collaborate with the On-Site Auction Director to plan the layout and schedule for Decorating Day.
- **Volunteer Management:** Lead and supervise volunteer teams, providing them with clear instructions and support to perform their tasks.
- **Donor Relations:** Warmly welcome donors upon their arrival and ensure they have everything they need to set up their trees and other auction items.
- **Event Set-Up Oversight:** Oversee the set-up process, making sure that all items are displayed attractively and safely.
- **Problem-Solving:** Quickly address any issues that arise, ensuring minimal disruption to the decorating process.
- **Creating an Enjoyable Atmosphere:** Encourage a fun and friendly environment, ensuring decorators and volunteers have a positive experience.
- **Ensuring Compliance:** Confirm that all decorators complete the necessary steps to check out and that their items are ready for the auction.

Qualifications & Skills:

- **Excellent Communicator:** Excellent communication and interpersonal skills.
- **Organized:** Strong organizational and multitasking abilities.
- **Positive Attitude:** A positive attitude and patience when working with a variety of personalities.
- **On the Move:** Ability to stand for extended periods and perform moderate physical tasks as required for event setup.

Application Process:

Interested candidates are encouraged to reach out to us at volunteers@gafestivaloftrees.org to arrange an interview. Join us at the Georgia Festival of Trees and play an essential role in creating a magical holiday celebration for our community!



Festival Schedule:

WEDNESDAY, NOV 20 - FRIDAY, NOV 22:

- SET-UP/DECORATING DAYS

FRIDAY, NOV 22:

- FIRST NIGHT CELEBRATION GALA

SATURDAY, NOV 23 - SUNDAY, DEC 1:

- FESTIVAL OPEN TO THE PUBLIC
- (CLOSED NOV 27-28 FOR THANKSGIVING)

SUNDAY, DEC 1 (EVENING) - MONDAY, DEC 2:

- TEAR DOWN DAY & TREE DELIVERY

The Georgia Festival of Trees is proud to support organizations working to end the trafficking and commercial sexual exploitation of women and children in Georgia.

