



Auction Set-up Chair

(On-Site Auction Department)

Join us at the Georgia Festival of Trees as our Auction Set-up Chair and you will lead the way in setting up our exciting auction areas, ensuring everything is in place and ready to go.

Get involved in coordinating with other teams for a beautifully aligned event, and have the chance to work alongside a fantastic group of volunteers. We're looking for tech-savvy, team-oriented individuals who love a good challenge and are ready to jump in with both feet. If this sounds like you, let's chat - we can't wait to welcome you aboard!

Key Responsibilities:

- **Set-up Oversight:** Working closely with the On-site Auction Director to coordinate the setup of auction areas, including arrangements for large and small trees, wreaths, centerpieces, and nativities.
- **Attention to Detail:** Ensuring all auction spaces are accurately numbered and ready for donor contributions.
- **Essential Inter-Departmental Collaboration:** Collaborating with the Set-up and Decorating Chairs to fulfill decorative projects within auction areas, ensuring aesthetic alignment and visual appeal.
- **Volunteer Supervision:** Leading a team of volunteers in the setup process, providing supervision and guidance to ensure efficiency and cohesion.

Qualifications & Skills:

- **Tech-Savvy:** Comfortable with navigating Microsoft Office products (particularly Word), Google Docs, and willing to quickly learn other simple platform-based tasks.
- **Communication:** Exhibits a friendly and professional demeanor both over the phone and in written correspondence.
- **Teamwork:** Ability to work collaboratively within a diverse team to meet the collective goals of the festival.
- **Availability:** Must be available during the months leading up to the festival for team meetings and training, and specifically from November 20-22, and Dec 1-2, which includes preparation and closure of the event.
- **Team Player:** Willing to lend a hand with event set-up and tear-down, showing dedication to all aspects of the festival's success.

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.

