



Office Chair

(Guest Services Department)

We are seeking a dynamic and organized individual to take on the pivotal role of On-Site Office Chair for the upcoming Georgia Festival of Trees. The ideal candidate will be the backbone of the festival's business office, ensuring that daily operations run smoothly and efficiently.

This role requires a tech-savvy organizer who thrives in a team setting and enjoys interfacing with a diverse group of people. Flexibility and the ability to adapt to various tasks is key in making this event a magical experience for our community.

Key Responsibilities:

- **Set Up and Maintain Festival Business Office:** Establish a functional and efficient base of operations for festival management.
- **Executive Team Support:** Keep the Executive Team organized, facilitate smooth operations, and assist with their needs to drive the festival's success.
- **Volunteer Hospitality:** Ensure that snacks and beverages are continuously available for our dedicated volunteers.
- **Volunteer Coordination:** Oversee the supervision of office volunteers.
- **Task Management:** Handle an array of tasks as necessitated by the Executive Team and other department leads throughout the festival's duration.

Qualifications & Skills:

- **Tech Savvy:** Comfortable with modern office technology and software, able to troubleshoot minor technical issues.
- **Organization Skills:** Highly organized with the ability to manage multiple tasks efficiently and proactively.
- **Teamwork:** Work effectively within a team environment, contributing positively to team dynamics.
- **Adaptability:** Flexible and ready to take on various responsibilities, adapting to the evolving needs of the festival.
- **Flexible Schedule:** Available for both set up and tear down days and during the festival. This position can be shared with another leader.

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.

