



Pre-Festival Talent Liaison

(Entertainment Department)

The Festival of Trees is seeking a dedicated and charismatic individual to serve as our Pre-Festival Talent Liaison. This volunteer role is pivotal in ensuring that our entertainers and performers have an exceptional experience from the pre-festival preparations to the final curtain call.

As the key point of contact, you will facilitate a smooth workflow for over 150 performer groups and foster relationships that contribute to the joyous festival atmosphere. If you thrive in fast-paced environments and love working in the heart of lively cultural events, we welcome you to apply to join our vibrant volunteer leadership team!

Key Responsibilities:

- **Document Management:** Successful collecting and management of important documentation required from performer groups.
- **Workflow Coordination:** Effortlessly manage the comprehensive workflow for over 150 performer groups, ensuring all administrative tasks are completed timely and accurately.
- **Smooth Operations:** Work closely with the Entertainment Director and Entertainment Check-In supervisor to guarantee streamlined operations before and during the event.
- **Ticketing Liaison:** Collaborate with the ticketing department to ensure performer groups receive their tickets without hiccups.
- **Relationship Building:** Cultivate and maintain positive relationships with performers throughout the entire pre-festival process, acting as the primary contact and support figure.

Qualifications & Skills:

- **Tech-Savvy:** Comfortable with navigating Microsoft Office products (particularly Word and Outlook), 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 (beginning in May), specifically from November 23 to December 1.
- **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.

