



Mistletoe Mall Gift Shop Chair

(Retail Department)

The Georgia Festival of Trees is seeking a passionate and dedicated gift shop chair to manage the Mistletoe Mall Festival gift shop.

Do you have a special knack for helping customers discover the perfect Christmas gift? Do you find joy in crafting stunning holiday displays that make spirits bright? Are you passionate about handpicking merchandise that captures festive cheer? If so, we warmly invite you to join the Retail Team at the Georgia Festival of Trees where we deck the halls with boughs of holly, wrapping joy and seasonal splendor into every purchase.

Key Responsibilities:

- **Merchandise Management:** Assist the Retail Director in merchandise selection. Manage pricing and inventory management of merchandise prior to the Festival.
- **Set-up Oversight:** Lead teams of volunteers to set up fixtures in predetermined locations based on the floor plan. Lead teams of volunteers and assist with eye-catching displays and creating an orderly storage area
- **Volunteer Supervision:** Lead teams of volunteers working with inventory pre-festival and in the retail shop during Festival hours – including pricing, inventory entry, greeters, customer service, check out and restocking merchandise as required.
- **Tear-down Oversight:** Lead teams of volunteers to inventory (scan barcodes), pack up remaining merchandise, disassemble and pack all display pieces and fixtures. Ensure all merchandise is palletted and labeled correctly.
- **Committee Participation:** Participating as an active member of the Retail Team Committee, ready to contribute to miscellaneous projects that surface.

Qualifications & Skills:

- **Budgeting:** Comfortable with following a budget to ensure merchandise purchases stay within budget while covering all categories.
- **Displays:** Have a working knowledge of retail boutique/gift shop displays and how to build them. Experience with home decorating or an eye for design would also fulfill this qualification.
- **Organization:** Oversee shared inventory spread sheet of carry-over merchandise and ensure that new merchandise is added to inventory when it arrives prior to the Festival.
- **Teamwork:** Ability to work collaboratively within a diverse team to meet collective goals of the festival.
- **Availability:** Must be available during the months leading up to the festival and specifically during the Festival from November 23 to December 1, including preparation and closure of the event. Festival day attendance can be split with a co-chair or Elf Emporium Chair.
- **Flexibility:** 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.

