



AthFest Educates

PO Box 327 - Athens, GA 30603

706-548-1973

www.athfesteducates.org

ATHFEST EVENT COORDINATOR ATHFEST EDUCATES

THE ORGANIZATION

Mission

AthFest Educates advances high-quality music and arts education for local youth and the Athens community through direct support of school and community-based programs and events, including an annual music and arts festival.

AthFest Music & Arts Festival

AthFest is an annual free, three-day festival that celebrates Athens, GA's vibrant creative culture, featuring local and regional musicians and visual artists. Thousands of people flock to the streets of historic downtown Athens each AthFest to experience live music by artists from a variety of genres, enjoy local artwork, and soak up the vibe of one of America's coolest cities. Locals mingle with out of towners while music fills the air and art, food and fun fill the streets. AthFest raises money for the nonprofit AthFest Educates, which awards grants to support music and arts education for K-12 students in Athens.

THE POSITION

The AthFest Event Coordinator will lead the Event Committee to plan and execute the annual AthFest Music & Arts Festival as a successful fundraiser for the organization. This is a part-time, salaried position averaging 15 hours per week but increasing up to 40 hours per week in June.

Event Planning

- Facilitate all AthFest Planning Committee meetings and make the committee agendas
- Manage and maintain calendar of deadlines for all event planning activities
- Manage and support all AthFest Planning Committee members in completing their tasks on deadline
- Recruit new committee members as needed
- Propose new ideas to improve the event planning and implementation process as needed
- Act on all event-related e-mails and telephone calls from vendors, planning committee members, event partners, and/or the general public
- Prepare all badges, hotel packages, gift bags, on-line merchandise order lists, parking passes, etc.
- Provide the marketing and public relations team with festival happenings/updates they need to promote
- Communicate expectations and budget information to Festival Committee
- Complete other event planning duties as needed related to the AthFest Music & Arts Festival

Event Logistics:

- Manage the reservations for all production needs including staging, barricades, electrical, portable toilets, police, parking, equipment rental, sound and lighting contractors, back line rentals, space rental, rain venues, trash and recycling, etc.
- Assist with securing all necessary event permits and licenses and posting licenses where necessary

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- Conduct pre-event site visits with contracted vendors and planning committee members
 - Find resources to help planning committee members make the best decisions about the event
 - Serve as the liaison with contracted vendors on event-related matters including merchandise orders and signage order
 - Manage Eventbrite and Square platforms for ticket sales and merchandise sales.
 - Work with the Festival Committee and production vendors to create Festival Footprint plan, including stages, tents, electrical, water, safety access, etc
 - Manage all food and beverage orders and purchases for volunteer hospitality

Financial Management

- Secure vendor bids and negotiate with vendors to ensure the best services for price available
- Secure accurate invoices from vendors and submit to the executive director for payment
- Secure all band payments and committee member reimbursement receipts from all planning committee members and submit to executive director for payment
- Ensure adherence to the Board approved budget

Event Weekend

- Manage and assist with event set-up and equipment loading
- Manage and assist with event clean-up, close-out and equipment unloading
- Pick up and deliver materials as needed
- Work the entire AthFest Music & Arts Festival 7am – 12 midnight Friday, Saturday, Sunday
- Complete all post-festival event wrap-up duties including report writing, budget reconciliation, equipment tracking, etc.

REQUIRED QUALIFICATIONS

- Experience planning public events and coordinating the work of volunteers.
- Excellent verbal and written communication skills.
- Strong organizational skills, exemplified by:
 - Self-management (setting priorities, keeping office hours, attending appointments and meetings on time, and organizing the workday/workweek in an efficient and productive manner.)
 - Ability to manage staff calendars, event calendars and electronic files.
 - An ability to keep the office, storage facilities, equipment, and supplies in an orderly, safe and accessible condition at all times.
- Understanding of essential record-keeping and information management practices, particularly in relation to the budgets, finance, personnel, contact management.
- Experience working with basic accounting, spreadsheets, databases, mailing lists, websites and social media.
- An understanding of, and appreciation for, the role of music and arts education in our society, coupled with a desire to enhance opportunities for citizens, particularly children, to participate in the arts, and to share their talents and gifts with the wider community.



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PREFERRED QUALIFICATIONS

The ideal candidate will possess all of the required qualifications, as well as:

- A track record of experience planning events, such as concerts, races, festivals, conferences, galas, award ceremonies, exhibits, workshops, etc.
- An ability to manage complex projects with deadlines, requiring multiple levels of coordination, and delegation of work to staff, interns, and volunteers.
- A willingness to assume new tasks and duties as the needs of the organization change, or as required for the proper facilitation of events.
- Patience, the ability to take and act on feedback, and the flexibility to adapt to changing needs of the organization.
- Experience training volunteers, orienting new board members and chairs, and explaining organizational needs to suppliers, contractors, sponsors and partners.
- The ability to inspire and motivate others to support the organization.
- An unwavering commitment to music and arts education, local musicians and artists, schools, children and the Athens community at large.
- Demonstrated ability to establish and maintain effective relationships with a variety of diverse stakeholders.
- Prior experience working for a non-profit organization.
- A strong commitment to organizational development, process improvement, and strategic planning.
- The work ethic to “get things done” and the resourcefulness to make the best use of available resources, funds, equipment, supplies and human capital.

SALARY, BENEFITS & TERMS

Salary, benefits and terms will be individually negotiated, depending on the experience of the selected candidate.

This position is currently anticipated to be a Half-Time (i.e., salaried, not hourly) position, requiring an average of 15 hours a week, with some evening and weekend availability required, particularly in relation to the festival. Schedule during the month of AthFest may exceed 40 hours/week, and may result in compensatory time off. A six-month probationary period will apply. For the right candidate, a multi-year contract may be considered, with performance metrics, cost-of-living adjustments and other conditions for renewal.

Annual Salary Range: \$10,500 – 12,500

Annual Estimated Hours: 450

TO APPLY:

Submissions should include:

- A current resume
- A cover letter addressing your relevant experience, motivations and potential fit to the role.
- Three (3) professional references, with contact information, including at least one person who has recently supervised your work.
- You are also welcome to submit links to relevant professional profiles (LinkedIn, Staff Biographies, Articles), blogs, publications, web pages etc. for review by the committee. Do not include extraneous attachments or printed materials.



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Send applications to:

E-Mail:

- Address to director@athfesteducates.org.
- Please attach your materials as PDFs. Attachments submitted in other formats, or that cannot be opened will be discarded.

TIMELINE:

Deadline: Applications must be received by **October 15, 2023** to receive full consideration, but will be accepted until the position is filled. Once an acceptable pool of candidates has been identified, further applications may be closed at any time and without further notice.

Interviews will be conducted in October and November. We anticipate doing a multi-stage screening process. The initial round will likely be held as phone or Skype interviews. The second phase will include in-person interviews and potentially group interviews with multiple AthFest Committee members.

The finalist will be required to consent to a Background Check, and verification of applicable academic or career credentials. Any offer of employment will be contingent on positive results of these verifications.

Our **target start date** for the AthFest Event Coordinator is **January 3, 2024**, but will be negotiated with the selected finalist.

EQUAL EMPLOYMENT OPPORTUNITY

Athfest does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients. AthFest Educates is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.