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## **AthFest Music & Arts Festival Booking Intern**

### **AthFest Educates**

AthFest Educates is a nonprofit organization committed to sustaining and advancing music and arts education for K-12 youth in Athens-Clarke County. In order to fulfill its mission, AthFest Educates produces two annual fundraisers, the AthFest Music & Arts Festival and the AthHalf Half Marathon & 5K. The proceeds from these two events fund the organization's annual grant-making efforts.

### **AthFest Music & Arts Festival**

AthFest is an annual free, three-day, family-friendly 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 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.

### **Description:**

The Booking Intern will assist the Booking Coordinator with the following:

- Ensure payment collections for musical performers and venues.
- Secure performer promotional information (logos, photos, biographies, etc.) and provide to marketing/promotions coordinator.
- Create and maintain a schedule of performances. Share schedule with festival planning committee.
- Respond to outdoor performance inquiries and other questions submitted to: [music@athfesteducates.org](mailto:music@athfesteducates.org).
- Identify recipients of complimentary tickets/wristbands and share with Festival Coordinator.

### **Physical Requirements**

- Able to lift and carry up to 25 pounds.
- Able to stand and walk for long periods of time (up to 10 hours per day).

### **The ideal candidate:**

- Is committed to the Athens community, particularly the music scene and the community's youth.
- Has excellent communication skills.
- Is self-motivated, organized, and a strong multi-tasker.
- Is comfortable with hands-on work, including loading in/out of equipment and supplies.
- Is able to work with a diverse team of volunteers, managing multiple deadlines.

This internship occurs during the Summer semester from May to June and includes approximately 100 hours of work. This is an unpaid internship that qualifies for course credits.

Those interested should submit a cover letter and resume to [events@athfsteducates.org](mailto:events@athfsteducates.org)