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## **AthFest Music & Arts Festival Volunteer Management Internship**

### **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 Volunteer Management Intern will assist the Volunteer Coordinator and Event Coordinator with the following:

- Ensure accurate and thorough job descriptions for all volunteer roles.
- Establish and maintain online system to recruit and assign volunteers.
- Check-in and check-out volunteers during the festival.
- Ensure all volunteers on-site are accounted for.
- Devise and implement volunteer recognition program.
- Ensure all volunteers complete liability waivers and other forms as required.
- Ensure a safe, clean, and friendly environment for volunteers.
- Attend all Festival Planning Committee meetings.

### **Physical Requirements**

- Able to lift and carry up to 25 pounds.
- Able to stand and walk for long periods of time (up to 12 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 familiar with Sign up Genius and volunteer management tools.
- Is comfortable with hands-on work, including loading in/out of equipment and supplies.

This internship occurs during the Summer semester from May to July and includes approximately 50 hours of work. This is an unpaid internship that qualifies for course credit.

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