



AthFest Educates

PO Box 327 - Athens, GA 30603

706-548-1973

www.athfesteducates.org

AthFest Music & Arts Festival Musical Talent Booking Services Job Description

THE ORGANIZATION

Mission

AthFest Educates funds arts education for K-12 youth in Athens-Clarke County, Georgia.

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 Musical Talent Booking Agent is responsible for booking a diverse, engaging lineup for the AthFest Music & Arts Festival. This includes 2 outdoor stages on Friday, Saturday, & Sunday, and the Club Crawl that takes place across 12+ Athens' venues on Friday and Saturday evenings. This is a part-time, seasonal, contract position from January – July for the years of 2027 and 2028, with contract extension to be negotiated. For 2027, the selected candidate would work with the current booking agent for guidance and onboarding. For 2028, the selected candidate would take full ownership of the role, with compensation increase aligning with the increased responsibilities.

The role requires approximately 250 hours:

- 10 hours per month for January – February
- 10 hours per week for March – April
- 15 hours per week May – June
- 40 hours AthFest Week (June 25-27)

Stipend Range Year 1: \$4,500 - \$5,000

Though this position receives a stipend, it does not cover the full value of the Booking Agent's time or expertise. AthFest is 90% volunteer run, so this role is best suited to a community member that is willing and able to provide some volunteer hours.

Required Qualifications

- Experience booking musical talent in Athens, GA
- Awareness of, and demonstrated engagement with, the Athens' music scene
- Experience with musical talent contracts
- Excellent attention to detail
- Proficient with Google Suite – sheets, docs, forms, Gmail, calendar, etc
- A passion for the arts and youth arts education
- Ability to work with a diverse team



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- Strong problem-solving skills
 - Access to a phone and computer to use for AthFest work
 - Ability to develop, document, and implement standard operating procedures

Preferred Qualifications

- Proficient in Adobe PDF and Docusign platforms
- Connections with local and regional booking agents, labels, and promoters
- Experience with a nonprofit organization
- Volunteer Leadership experience
- Experience with Project Management platforms such as Asana or Monday.com
- Fundraising experience, particularly crowdfunding

The Booking Agent will be responsible for:

- Attending all AthFest Planning Committee meetings, and providing the Event Coordinator with timely updates
- Recruit and manage the Booking Committee, which should be representative of the Athens music scene
- Booking an AthFest musical lineup that is diverse along all metrics, as provided by the Executive Director
- Booking the 40+ acts for two outdoor stages
- Contracting with a minimum of 10 Club Crawl venues to book lineup.
- Booking the ~100 the Club Crawl lineup. Booking can be in collaboration with their talent buyers if appropriate
- Finalizing and executing a payment agreement between AthFest Educates and each indoor venue
- Develop and execute performer contracts to best serve the interests of AthFest Educates
- Ensuring a representative for each band signs and submits an agreement that acknowledges their performance slot, agreed payment, and liability waiver for participation in AthFest.
- Securing all performer contact and professional information needed for payment and promotional purposes (i.e., mail address, phone number, high res pics, and social media page(s) and provide to Marketing Agency for promotions
- Securing a completed W9 for all bands paid \$2000 or more to perform
- Responding to performance inquiries submitted to: music@athfesteducates.org
- Adhering to the budget set by the AthFest Educates Board of Directors for all talent and talent-related production costs connected to AthFest
- Working with the AthFest Event Coordinator to develop Ticketing Packages and Club Crawl Pass pickup procedures
- Collecting data regarding performers and attendance for the Executive Director to use for grant reporting
- Developing and documenting Standard Operating Procedures for the role, with the assistance of the current Booking Agent and the Event Coordinator



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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.

Send applications to:

E-Mail:

- Address to director@athfesteducates.org.
- Please attach your materials as PDFs.

TIMELINE:

Deadline: Applications must be received by **October 15, 2026** 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 virtual 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 Booking Agent is **January 3, 2027**, 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. The Association 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.