



Botanical Garden
of the **Piedmont**

We'll grow together

Botanical Arts Festival Coordinator

Botanical Garden of the Piedmont is seeking proposals from experienced event organizers for the September 7-12, 2024 Botanical Arts Festival. Experience in arts, administration and programming would be a plus. The Festival Coordinator must have a positive energy, be creative and flexible, and have fluency in technology.

The need for help with this event begins in July and concludes by October 15. Work responsibilities will peak the week of September 7-12, 2024.

Specifically, the Festival Coordinator will:

- Oversee Arts Festival volunteers, directing and managing their work plan for the Festival.
- Schedule and lead event committee meetings.
- Create and maintain detailed operations sheets and records for all events.
- Organize and schedule spaces and timelines for Festival events.
- Communicate with event vendors.
- Assist with fundraising efforts, including corporate sponsorships.
- Create and manage ticketing platform and program registration technology.
- Serve as primary artist liaison, managing communications and schedules with artists.
- Assist with administrative tasks throughout the Festival, including the gathering of data.

Other duties as assigned/required.

For more details, please contact Jill Trischman-Marks at info@piedmontgarden.org.