



SAVANNAH BOOK FESTIVAL

Position Title: Program Coordinator SAVANNAH BOOK FESTIVAL Part-time Position
Term: time Position
Reports to: Executive Director

Hours: Up to 20 hours per week
Rate: \$20/hour

The Program Coordinator provides support and assistance for the many facets of the Festival's production by assisting the Executive Director and Assistant Director with administrative support and Festival logistics. All SBF staff members help with planning work, event support, and communication strategies for the annual Savannah Book Festival and any additional literary events.

This hands-on position calls for a detail-oriented individual with outstanding logistical planning and operations skills, well-developed oral and written communications and the ability to work effectively with an actively-engaged volunteer group as part of an enthusiastic team.

The PROGRAM COORDINATOR'S RESPONSIBILITIES include:

- Year-round Festival activity support and planning
- Sponsor logistics coordination and record-keeping
- Volunteer and committee support
- Author travel and PR coordination
- Social Media planning
- Website Management
- Administrative support
- Other duties as assigned by the Executive Director.

The ideal candidate possesses strong interpersonal and collaborative skills, along with strong technological aptitude. Must have experience in Excel and Word. The Festival utilizes Dropbox, Adobe Design Suite, Canva and WordPress. Previous experiences with not-for-profit organizations and event planning are definite assets.

While the position is termed part-time, it requires year-round involvement and flexibility to accommodate periods of peak activity.

For more information, please contact SBF Executive Director Tara Setter at tara@savannahbookfestival.org.