



# SAVANNAH BOOK FESTIVAL

## **Savannah Book Festival Festival Operations & Development Coordinator**

**Location:** Savannah, Georgia

**Reports To:** Executive Director

**Status:** Part-time, averaging 24 hours per week annually, with seasonal fluctuations and increased hours as the Festival approaches.

### **About the Savannah Book Festival**

The Savannah Book Festival is one of the premier literary events in the country, bringing nationally recognized authors and thousands of readers together for a multi-day celebration of books, ideas, and community. As a nonprofit organization, we are committed to providing engaging literary experiences while fostering a love of reading and lifelong learning.

### **Position Summary**

The Festival Operations & Development Coordinator is a key member of the Savannah Book Festival team, providing year-round logistical, development, and administrative support that helps ensure the successful planning and execution of the Festival and related events.

This highly organized and detail-oriented professional will play an essential role in coordinating complex event logistics, supporting fundraising and sponsorship activities, managing volunteer engagement, and maintaining smooth day-to-day operations. The position offers a unique opportunity to contribute to one of Savannah's signature cultural events while working closely with staff leadership, Board members, community partners, authors, sponsors, and volunteers.

### **Key Responsibilities**

#### **Festival Production & Event Planning**

- Assist in the planning, coordination, and execution of Festival events, including author presentations, keynote programs, and special events.
- Coordinate venue logistics across multiple downtown locations, including scheduling, layouts, permitting, and site requirements.
- Work with vendors, including audio/visual providers, transportation companies, caterers, staging crews, and signage vendors, to ensure successful event delivery.
- Develop and maintain detailed production schedules, event timelines, run-of-show documents, and operational checklists.
- Coordinate author travel, lodging, transportation, and on-site hospitality needs.
- Assist in the production and distribution of Festival materials, including programs, signage, credentials, event packets, and guest information.

- Participate in on-site event management during Festival weekend, including venue setup, troubleshooting, and coordination with volunteers and partners.

#### **Board & Volunteer Support**

- Provide administrative and logistical support for Board committees, including preparation of meeting materials and follow-up communications.
- Assist with volunteer recruitment, training, scheduling, and communications.
- Manage and maintain volunteer databases and systems in coordination with volunteer leadership.
- Coordinate in-office volunteer assignments to ensure appropriate staffing for operational needs.
- Support volunteer orientation, recognition, and appreciation programs.

#### **Development & Sponsorship Administration**

- Prepare donor acknowledgments, tax receipts, and stewardship materials accurately and in a timely manner.
- Maintain donor records and assist with database management to support fundraising and engagement efforts.
- Support donor communications, mailings, and fundraising initiatives.
- Coordinate sponsorship fulfillment, including recognition, ticketing, signage, hospitality, and event benefits.
- Track sponsorship deliverables and ensure all commitments are fulfilled.

#### **Administrative & Operational Support**

- Maintain inventory and organization of Festival supplies, materials, and equipment.
- Coordinate purchasing, errands, and assembly of Festival packets and materials.
- Assist with author, sponsor, and VIP hospitality planning.
- Provide general administrative support to ensure efficient daily operations and organizational readiness.

#### **Qualifications**

- Bachelor's degree or equivalent professional experience preferred.
- Minimum of 2–3 years of experience in event management, nonprofit administration, development, project coordination, or a related field.
- Exceptional organizational skills and attention to detail.
- Strong written and verbal communication skills.
- Ability to manage multiple projects and deadlines simultaneously.
- Proficiency with Microsoft Office and database/CRM systems.
- Experience working with volunteers, donors, sponsors, or community stakeholders preferred.
- Ability to work independently while collaborating effectively within a small team environment.
- Availability to work occasional evenings and weekends, particularly during Festival season.

#### **Desired Attributes**

The ideal candidate is:

- Highly organized and proactive.
- Resourceful and solution-oriented.

- Comfortable managing numerous details and competing priorities.
- Professional, personable, and customer-service focused.
- Passionate about community engagement, events, and the arts.
- Excited to contribute to the continued growth and success of the Savannah Book Festival.

**Compensation & Benefits**

Salary is competitive and commensurate with experience. Benefits include paid time off, holidays, and the opportunity to be part of one of Savannah's most celebrated cultural organizations.

**Start Date**

July 1st

**To Apply**

Please submit a cover letter and resume outlining your relevant experience and interest in the position to Tara Setter, Executive Director at [tara@savannahbookfestival.org](mailto:tara@savannahbookfestival.org)