



# Creative Manager - Georgian Holiday Design

## About Georgian Holiday Design

Georgian Holiday Design has been bringing joy and wonder to Atlanta's healthcare facilities for over 30 years. We specialize in transforming Children's Healthcare of Atlanta and other major Atlanta hospitals into magical holiday destinations, creating memorable experiences for patients, families, and staff during the season.

## Position Overview

We are seeking an experienced Creative Manager to lead our 2026 holiday installation season. This hands-on leadership role combines project management, quality assurance, and on-site supervision to ensure flawless execution of large-scale holiday décor installations at prestigious healthcare facilities.

## Key Responsibilities

### Team & Project Management

- Manage contractor schedules and daily work assignments
- Supervise on-site installation and takedown crews
- Track and approve contractor timecards
- Coordinate with moving company partners for decoration transport and placement

### Quality Assurance

- Conduct thorough inspection of all decorations before departure from warehouse
- Perform final quality checks of completed installations on-site
- Ensure all displays meet Georgian Holiday Design's high standards and client expectations
- Address and resolve any installation issues in real-time

### On-Site Leadership

- Maintain professional presence as the face of Georgian Holiday Design at client facilities
- Ensure all safety protocols are followed in healthcare environments
- Oversee installation precision and attention to design detail

## Required Qualifications



## **Experience & Skills**

- Proven experience in decorating, event design, or related creative field
- Portfolio or examples of previous decoration/design work
- Strong eye for design, aesthetics, and attention to detail
- Excellent interpersonal and communication skills
- Demonstrated leadership and team management abilities
- Problem-solving skills and ability to make decisions independently

## **Professional Requirements**

- Professional appearance and demeanor appropriate for healthcare settings
- Comfort working in children's hospitals and medical facilities
- Ability to maintain composure and positivity in fast-paced environments
- Strong organizational and time-management capabilities

## **Physical Requirements**

- Ability to climb ladders up to 12 feet
- Ability to lift and carry items up to 30 pounds
- Stamina to work 8AM - 8PM shifts during installation/takedown days
- Ability to stand, bend, and work on feet for extended periods

## **Legal & Administrative**

- Valid driver's license (company van provided for tools/supplies)
- Ability to pass background check (required for work in proximity to children)
- Legally authorized to work in the United States
- Proof of identity and eligibility to work (I-9 compliance)
- Ability to receive payments as an independent contractor (1099)

## **Schedule Commitment**

This is a seasonal contract position requiring availability during peak installation and removal periods:

### **Summer Training (Paid)**

- Must be available for 2 or more in-person training sessions at our warehouse in Kennesaw, GA (near Kell High School)

### **November (Install Season)**

- 2 Fridays + 3 weekends



### **Early December**

- 1 weekend for final installations

### **Early January (Takedown Season)**

- 2 Fridays + 2 weekends

On-site work days run 8AM - 8PM. Additional warehouse prep time may be required.

## **Compensation & Benefits**

- **Hourly Rate:** \$30-\$45/hour, commensurate with experience
- **Classification:** Independent contractor (1099)
- **Company van** provided for transportation of tools and supplies

## **Application Requirements**

To apply, please submit:

1. Current resume highlighting relevant decorating/design experience
2. Portfolio or photos of previous decoration work
3. Three (3) professional references with current contact information

**All candidates selected for interview will be subject to background screening.**

## **Equal Opportunity**

Georgian Holiday Design is committed to creating an inclusive environment and is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other legally protected status.

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**To Apply:** Please send application materials to [cloquasto@gmail.com](mailto:cloquasto@gmail.com) with "Creative Manager Application" in the subject line.

*We look forward to finding a talented leader to help us continue our tradition of bringing holiday magic to Atlanta's healthcare community.*