



February 9, 2026

## **POSITION ANNOUNCEMENT – Program Manager**

**Job Title:** Program Manager

**Job Description:** The Decatur Book Festival (DBF) is seeking a creative and highly organized Program Manager to lead the development, planning, strategy, and execution of literary events for the annual literary festival and year-round programming. The role will curate content, cultivate relationships with authors, publishers, agents, booksellers, and community partners to shape DBF's programming. The Program Manager plays a central role in shaping the Festival's voice and social impact by curating engaging, diverse, and timely literary programming. This is a collaborative role ideal for someone with proven experience in event curation and production, particularly in the literary or cultural sector, networking, and of course, a passion for books. This role has significant creative autonomy and the opportunity to shape the festival's programming vision.

**Reports To:** Executive Director

**Location:** This flexible role can be In Person (DBF's offices are located at Decatur Legacy Park), hybrid, and options for remote work are available.

### **Responsibilities:**

#### *Programming & Curation*

- Curate and produce the Festival's Keynote and the literary programming for the Adult, Young Adult, and Children's tracks
- Develop programming that reflects DBF's commitment to diverse voices and broad community engagement
- Identify, recruit, and manage relationships with authors, moderators, book influencers, publishers, and publicists
- Lead the Programming Steering Committee, a collaborative group that shapes the programming choices for the festival. Additionally, identify potential members for the steering committee.
- Partner with the marketing team to develop compelling program descriptions and speaker bios for Festival materials
- Develop and execute a plan for year-round literary events
- Perform other related duties as needed to support Festival operations

### *Operations & Collaboration*

- Lead the development of program schedules across the festival's multiple venues
- Serve as manager for the volunteer Stage Captains and other volunteers assigned to author stages and signing lines
- Coordinate closely with operations and production staff to ensure smooth execution of programs
- Manage and track contracts and other deliverables tied to programming
- Support marketing, fundraising, and sponsorship efforts as needed
- Evaluate program success and recommend improvements year-over-year

### **Qualifications:**

- Possess a passion for reading and sharing that passion with others
- Experience in literary programming, publishing, bookstores, media, cultural events, museums, libraries, or related fields
- Project management experience or certification preferred
- Strong knowledge of contemporary literature across genres and communities, books and book trends
- Excellent writing, editing, collaboration, and communication skills
- Exceptional organizational ability, multitasking, attention to detail
- Commitment to inclusive and representative programming
- Responsive and thoughtful customer-service mindset
- Familiarity with working with authors, publishers, and publicists strongly preferred

**Employee Status:** This is a year-round salaried position with variable workload. Expect approximately 30-40 hours/week during peak festival season (June to October), including some evenings and weekends as required by festival and event schedules, and approximately 20 hours/week during off-season months.

**Salary & Benefits:** The Program Manager salary starts at **\$55,000**, commensurate with experience. The position is eligible for a discretionary annual bonus based on overall organizational performance and success of the Festival. Benefits include a flexible daily schedule, hybrid/remote options, and the chance to help shape one of Decatur's most loved festivals.

**How to Apply & Timeline:** To apply, please send a resume and cover letter to [hiring@decaturbookfestival.com](mailto:hiring@decaturbookfestival.com). Applications will be accepted until the position is filled.

### **About the Decatur Book Festival:**

The mission of the Decatur Book Festival is to encourage a love of reading, inquiry, and conversation in people of all ages, and to build an enthusiastic and inclusive community of readers and writers, sparking social, creative, and intellectual engagement.

Since its founding in 2006, DBF has become a premier literary event that attracts thousands of attendees every year. It has grown into one of the most beloved independent book festivals in the country, bringing together a vibrant community of readers, authors, and literary enthusiasts for an inclusive celebration of books and ideas every fall in Atlanta's eastside gem of Decatur, Georgia. The festival uniquely showcases the small-town charm of Decatur as a gathering place to inspire and connect readers of all ages.

The Decatur Book Festival is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Employment with the Decatur Book Festival is at-will.