



Zora Neale Hurston Festival of the
Arts and Humanities
-Always the last week in January-

ZORA! Festival: January 21 – 29, 2012 – "The Rise of Community:
The Town of Eatonville Models 125 Years of Self-Governance"

VOLUNTEER AREAS FOR ZORA! FESTIVAL 2012

PRE-FESTIVAL VOLUNTEER OPPORTUNITIES – These opportunities are available
NOW

MUSEUM STAFF- Will answer incoming phone calls, take and deliver accurate messages, stuff information packets and other clerical duties. During the festival, volunteers will also give festival information to museum visitors.

(3 volunteers needed for each time slot)

October, 2011 – February, 2012

Monday through Friday

10am – 12noon

12noon – 2pm

2pm – 4pm

Saturdays

11am – 1pm

DOCENTS – Requires training. Availability needed for training between October 15, 2011 and November 15, 2011. Docents will act as museum hosts and may conduct tours within the museum and within historic Eatonville. Docents will be knowledgeable about current exhibition, artist and general museum information.

December, 2011 – February, 2012

Monday – Friday

10am – 1pm

1pm – 4pm

Saturdays

11am – 1pm

VOLUNTEER MANAGEMENT TEAM – Must be computer literate and have good telephone skills. Good customer service skills needed for working with festival volunteers. These sessions will be volunteer training sessions. Working volunteers will help with room set-up and break-down and registration.

(6 volunteers needed for each time slot)

12/10/11 9:00AM – 12:30PM

1/7/12 9:00AM – 12:30PM

1/18/12 5:00PM – 9:00PM

VOLUNTEER OPPORTUNITIES DURING THE OUTDOOR FESTIVAL OF THE ARTS
(1/27/12- 1/29/12)

BOOK INITIATIVE

Volunteers needed to distribute books to teens during the Outdoor Festival of the Arts
(6 volunteers needed per time slot)

1/27/12 7:30AM – 11:30AM ♦11:00AM – 3:00PM ♦1:00PM – 5:00PM
1/28/12 7:30AM – 11:30AM ♦11:00AM – 3:00PM
1/29/12 9:30AM – 1:30PM

CENTER STAGE- Maintains the stage entrances and audience areas surrounding the stage.
Also admits guests bearing the proper credentials into the designated seating area.
(8 volunteers needed for each time slot)

1/27/12 9:00AM – 1:00PM ♦1:00PM – 5:00PM ♦5:00PM – 9:00PM
1/28/12 9:00AM – 1:00PM ♦1:00PM – 5:00PM ♦5:00PM – 9:00PM
1/29/12 10:00AM – 1:00PM ♦1:00PM – 5:00PM

CHILDREN'S CORRIDOR – Volunteers to this area will help the members of the Zeta Phi Beta
sorority as they conduct hands-on craft projects with youngsters at the festival.
(15 volunteers needed for each time slot)

1/27/12 8:30AM – 12:30PM ♦11:30AM – 3:30PM ♦1:00PM – 5:00PM
1/28/12 8:30AM – 12:30PM ♦11:30AM – 3:30PM ♦1:00PM – 5:00PM
1/29/12 9:30AM – 12:30PM ♦11:30AM – 3:30PM

INFORMATION LOCATIONS – Need outgoing people who can speak to festival guests to give
information about activities on the festival grounds. Requires training in December, 2010.
(12 volunteers needed for each time slot)

1/27/12 8:30AM – 12:30PM ♦12:00NOON – 4:00PM
1/28/12 8:30AM – 12:30PM ♦12:00NOON – 4:00PM
1/29/12 10:00AM – 2:30PM ♦2:00PM – 5:00PM

MUSEUM STAFF- Will answer incoming phone calls, take and deliver accurate messages and give festival information to museum visitors.

(3 volunteers needed for each time slot)

1/27/12 10am – 1:30pm ♦12:30pm – 4pm

1/28/12 10am – 1:30pm ♦12:30pm – 4pm

1/29/12 10am – 1:30pm ♦12:30pm – 4pm

PERFORMANCE STAGE- Maintains the stage entrances and audience areas surrounding the stage. Also admits guests bearing the proper credentials into the designated seating area.

(8 volunteers needed for each time slot)

1/27/12 1:00PM – 5:00PM ♦5:00PM – 9:00PM

1/28/12 1:00PM – 5:00PM ♦5:00PM – 9:00PM

SET-UP TEAM – Team needed to set-up and strike tables, chairs and linen at events during the festival. Must be able to lift 30lbs.

(12 volunteers needed for each time slot)

1/26/12 7:30am – 4:30pm

1/26/12 3pm – 10pm (Opening Reception at Museum)

1/27/12 7:30am – 4:30pm

1/28/12 7:30am – 4:30pm

1/28/12 7:00am – 1:00pm (HATitude set-up at the Sonesta Hotel)

VENDOR SUPPORT – Will assist the Festival Vendor Manager with duties that aid the festival vendors during set-up and operation

(4 volunteers per time slot)

1/25/12 10:00AM – 2:00PM ♦2:00PM – 6:00PM ♦6:00PM – 10:00PM

(20 volunteers per time slot)

1/26/12 9:00AM – 1:00PM ♦1:00PM – 5:00PM ♦3:00PM – 7:00PM

(16 volunteers per time slot)

1/27/12 7:00AM – 11:00AM ♦11:00AM – 3:00PM ♦2:00PM – 6:00PM

(14 volunteers per time slot)

1/28/12 7:00AM – 11:00AM ♦11:00AM – 3:00PM ♦2:00PM – 6:00PM

(4 volunteers per time slot)

1/29/12 10:00AM – 2:00PM ♦1:00PM – 5:00PM

VOLUNTEER MANAGEMENT TEAM – Must be computer literate and have good telephone skills. Clerical/office duties are primary responsibility. Good customer service skills needed for working with festival volunteers.

(5 volunteers needed for each time slot)

1/27/12	6:00AM – 11:00AM	◆11:00AM – 4:00PM
1/28/12	7:00AM-12:00NOON	◆12:00NOON – 5:00PM
1/29/12	8:00AM – 12:00NOON	◆12:00NOON – 5:00PM

VOLUNTEER HOSPITALITY – Volunteers will set-up, serve breakfast and lunch to other volunteers working at the festival and break-down each day.

(10 volunteers needed for each day)

1/27/12	10:00AM - 3:00PM
1/28/12	10:00AM - 3:00PM
1/29/12	11:00AM - 3:00PM

VOLUNTEER OPPORTUNITIES AT LOCATIONS OFF OF THE FESTIVAL GROUNDS

SET-UP TEAM – Team needed to help with the centerpieces and other décor items in setting up and striking the HATitude event. Volunteers are welcome to stay for the event.

(8 volunteers needed for each time slot)

1/28/12	7:00am – 1:00pm (HATitude set-up at the Sonesta Hotel)
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HOTEL WELCOME DESK – People with an outgoing personality to greet our out-of-town visitors and help them in getting oriented to the Orlando area

(3 volunteers per time slot)

1/25/12	1:00PM – 5:00PM	
1/26/12	9:00AM – 1:30PM	1:00PM – 5:00PM
1/27/12	9:00AM – 12:00PM	

OPENING EXHIBITION – Volunteers needed to help with reception set up, greet guests, assist with on-site needs. Location: Museum

(20 volunteers needed)

1/26/12	4:00PM – 10:00PM
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PANEL DISCUSSION – Volunteers to greet guests at location on UCF campus and help get them seated for session

(2 volunteers needed)

1/25/12	7:30PM – 9:00PM
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ROUNDTABLE VOLUNTEERS – For “The Eatonville Story: The Town That Freedom Built”. Will assist in greeting guests and helping them to get from location to location. Volunteers will meet at St. Lawrence AME Church.
(8 volunteers needed)

1/21/12 4:30PM – 7:30PM

TOUR VOLUNTEERS – Volunteers will greet guests and get them loaded onto buses to take their tour at the University of Central Florida. Volunteers will meet in Eatonville.
(2 volunteers needed)

1/25/12 12:00PM – 3:00PM