

# 2023 Volunteer Application Information

FLORIDA



FOLK FESTIVAL

**There have been changes. Please be sure you read all participant information.**

**Volunteers** are individuals invited without pay to work at festival sites: stage, workshop, craft area, folklife area, food areas, campground, or other work areas within the festival. Volunteers are required to work a minimum of 12 hours during the festival. Preference in inviting site volunteers is given to those who can participate all three days of the festival and to those who have experience or special skills. Although there are a minimum number of volunteer positions in an indoor setting, volunteers should be capable of working a 4 hour day outdoors in the heat. A maximum number of 150 volunteers will be selected to participate in each festival. Festival coordinators may increase or decrease the number of volunteers selected based upon need.

## Terms of Acceptance

Invitations to participate in the Florida Folk Festival are issued by the Festival Coordinator following a selection process. An invitation to participate in the Florida Folk Festival is considered an honor and privilege by many festival participants. The festival receives many applications each year and unfortunately, due to space limitations, we cannot accept every applicant to participate. Applicants are selected and scheduled based on the needs of the Florida Folk Festival, not an individual's preferences, wants or demands. The festival does maintain a waiting list of qualified applicants that are always willing to fill a vacant participant position at any time. Volunteers will be notified of their acceptance by March 15, 2023 when the festival volunteer schedule is distributed. Participant invitations may be withdrawn by the Festival Coordinator for **failure to meet established deadlines**, failure to meet availability requirements and untoward demands on festival staff.

## Passes

Festival volunteers working 12 hours are entitled to receive a complimentary festival entrance pass for themselves and one adult guest. **Dependent children of festival volunteers** are admitted to the festival free of charge. Special Note: If you are splitting volunteer duties you are only entitled to a participant pass for yourself, your partner must submit an application and will be issued your guest pass. Please note: **Guests are not entitled to bring additional guests.**

## Camping

Campsites within the park's campground are considered primitive campsites for the Florida Folk Festival and are available on a first come, first serve basis. Festival volunteers with a schedule of 12 hours or more are permitted to camp in the festival campground for free.

## Pets

Pets are not permitted in the park during the Florida Folk Festival. Service animals are always welcome.

## Schedules

Volunteers will be notified of their anticipated schedule by March 15 of each year. Festival staff should be notified no later than April 1 if a volunteer cannot volunteer during their scheduled time.

## Please Be Aware:

- Volunteers are expected to be available for a four-hour work-day all three days of the festival.
- Although we do try to be as accommodating as possible, the Festival Coordinator has the responsibility of scheduling volunteers as needed for the good of the Florida Folk Festival.
- Volunteers are not guaranteed specific volunteer areas.
- Volunteers that attend the festival and fail to perform their volunteer duties may lose their eligibility to participate as a volunteer at future festivals.
- The Festival Coordinator has the responsibility to make any necessary changes in festival scheduling at any time.

## Applications:

Applications will be accepted January 23, 2023 – March 1, 2023. Each person that would like to be scheduled for a volunteer position must submit an individual application. If you are sharing the volunteer time, each person should submit an individual application making special note with whom you are splitting the work time. Applications not submitted by March 1, 2023 may not be reviewed for participation in the 2023 Florida Folk Festival. Application link is found following the Volunteer Position Descriptions.

## VOLUNTEER WORK POSITION DESCRIPTIONS

**Campground Aide:** Check-in campers at the campground, check for campground pass in vehicles, assists in giving instructions, sells ice, monitors campground for safety issues. Cleans and monitors campground restrooms. Supervised by the Campground Coordinator.

**Children's Area:** Volunteers assist children in making crafts, keep the area neat and as ordered as possible. They may also need to actively participate in performances to encourage children to participate. Assists area coordinators in conducting workshops and activities with children. Must be a child friendly volunteer capable of moving around repeatedly and working in the heat. Supervised by the Children's Area Coordinator.

**Emcee:** Our emcees are the lifeblood of the festival. They make sure that the audience is entertained and informed while stages are being prepared for performances by the Stage Manager and Stage Aides. They are also responsible for making sure that stage performers are on time and prepared to go on stage. Emcees must attend orientation on Friday morning at Nelly Bly's Kitchen at 8:00 a.m. Supervised by the Stage Coordinator.

**Folklife Area:** Assist demonstrators in the folklife area by assisting with set-up and break down and providing lunch and restroom breaks for demonstrators by watching their exhibits. Supervised by the Folklife Area Coordinator.

**Hospitality Aide:** Volunteers will be working at Nelly Bly's Kitchen. You will be responsible for putting out food items as needed and keeping the area clean and attractive. Afternoon shifts will be responsible for cleaning everything and putting items away as needed. Supervised by the Hospitality Area Supervisor.

**Information:** This area is located at the back porch of the Auditorium. Information serves as a multi-use area for the Festival. You'll be responsible for providing information to the public, assisting other volunteers with locating their assignments, collecting and logging lost and found articles, assisting with lost and found children and parents, scheduling wheelchair loans, logging requests for sign language interpreters, filling in for volunteers that fail to show up in critical areas, monitoring radio and telephone communications and any other duties as required. Supervised by the Festival Office Manager.

**Logging:** Keeping records of recordings in precise manner. Must have the ability to operate a computer. Must have a neat handwriting and have the ability to pay attention to detail. **Required to participate in a training session on Friday morning at 8 a.m. at the Under the Oaks Stage.** Supervised by the Archival Recording Supervisor.

**Merchandise Sales:** Working in the merchandise sales tent at the top of the Amphitheater Hill, selling performer cds and merchandise and festival t-shirts and merchandise. Supervised by **FOFF Tent Coordinator**

**Museum/Tower Aide:** Volunteers assist Docents in greeting, directing and helping visitors to the Museum and the Carillon Tower and will also relieve the Museum Docent for lunch and breaks. You will also assist in cleaning and restocking the rest rooms on an as needed basis, and keep trash emptied and the Museum clean. Will also assist in safety issues (ex. Children running/jumping off porches) and to help with protecting the Museum and its contents. Supervised by the Museum Guide

**Recording:** Recording experience required. Recording performances with digital equipment. This position will work closely with the sound company at each stage to ensure that festival recordings are being properly formatted during each performance. **Required to participate in a training session on Friday morning at 8 a.m. at the Under The Oaks Stage.** Supervised by the Archival Recording Supervisor.

**Registration/Check-In:** Volunteers are responsible for correctly issuing passes, t-shirts and information to festival participants. Please check in at the registration desk 10 minutes before your scheduled time to receive a brief orientation and to allow for shift change over. Supervised by the Registrar.

**Stage Aide:** These volunteers are primarily used at the large stages. They assist the stage manager/Emcee by setting up/straightening chairs, keeping the public seating area clean and free of trash, checking water coolers and supplies for your stage area, and any other duty that the stage manager/emcee may require. You will also help maintain a pleasant experience at your stage for park visitors. This includes asking disruptive visitors to quiet down and maintaining a no smoking policy under our tents. You may also run errands for artists and assist them with their equipment, but only after informing the stage manager/emcee. Stage Aides are required to attend an orientation session Friday morning at 8 a.m. at Nelly Bly's Kitchen. Supervised by the Stage Coordinator

**Stage Lighting/Safety:** Assist the festival stage lighting manager with daily set-up and monitoring of stage lighting and stage safety issues. A Total of 4 shifts will be covered throughout each day of the event. Supervised by the Stage Lighting Manager.

**Stage Manager:** Stage Managers are responsible for assisting the sound person in setting up microphones and equipment for groups at stages with amplified sound system; arranging chairs onstage as needed; identify artists for the stage emcee and making sure that the emcee meets the artists. You will also direct the volunteer stage aides. Stage Managers are required to attend an orientation session Friday morning at 8:00 a.m. at Nelly Bly's Kitchen. Supervised by the Stage Coordinator.

**Surveys:** These volunteers will be staged throughout the festival conducting surveys of festival goers. You will check in at information to receive your survey materials and your assignments. Volunteers conducting surveys will be expected to work their complete 4 hour shift taking surveys and return the completed surveys to information at the conclusion of your shift.

[Click to Apply Today](#)

**Thank you! We look forward to  
working with you!**