



Volunteer Descriptions 2023

12th Annual MIKIZTLI - Dia de Los Muertos PHX Festival
2pm–7pm | Sunday, Oct 29, 2023

Steele Indian School Park
300 E. Indian School Road, Phoenix, AZ 85012

The help of our community to support festival activities empowers us to be able to keep the event free to everyone. Our dedicated volunteers from year's past have had a lot of fun and described the event as a rewarding and extremely social experience. We're excited to have volunteers to make this annual event a success for our communities!

Please review the following Volunteer Position Descriptions and feel free to contact the Volunteer Coordinator with any questions or concerns:

volunteer@culturalcoalition.com

SPECIFIC VOLUNTEER DESCRIPTIONS:

- **VENDOR LOAD IN - INVOLVES LIFTING & WALKING**
(3 hr. shift) | 10:00am - 1:00pm
 - Direct vendors to their booth space
 - Direct vendors to vendor parking area
 - Assist with load in if necessary (may require lifting)
 - Provide signage for every booth
 - Assist with booth decorations
- **EVENT SURVEYS - INVOLVES WALKING**
(2.5 hr. shifts) | 2:00pm – 4:30pm | 4:30pm – 7:00pm
 - Walk around festival with clipboard and survey forms or ipads and QR codes to ask attendees for feedback on the event by completing a survey
 - Turn in surveys to Cultural Coalition information booth at end of shift



Cultural Coalition, Inc. | 1202 N. 3rd St Suite 101A Phoenix AZ 85004
(480) 834-5731 | www.diadelosmuertosphx.com | www.culturalcoalition.com



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- **CHILDREN'S ART ACTIVITY BOOTHS - ASSISTING KIDS WITH ARTS ACTIVITIES**
(3 hr. shifts) | 1:30pm – 4:30pm | 3:30pm – 6:00pm
 - First shift will assist with setup of children's areas with our partners
 - Assist children with make and take craft activities
 - Assist artists who are providing a children's activity
 - Last shift will help with cleanup
- **CLEAN UP CREW - INVOLVES LIFTING & WALKING**
(2 hr. shifts) | 2:00pm – 4:00pm | 4:00pm – 6:00pm | 6:00pm – 8:00pm
 - Assist with clean up of festival area
 - Reline APS trash boxes
 - Empty trash in designated dumpster
- **BOOTH RELIEF & SELLING CANDLES AND RAFFLE TICKETS - INVOLVES WALKING**
(2 hr. shifts) | 2:00pm – 4:00pm | 4:00pm – 6:00pm
 - Assist booth relief for artists and vendors (involves carrying booth relief sign)
 - Sell candles for procession
 - Sell raffle tickets
- **PROP MANAGER - INVOLVES WALKING & LIFTING**
(2 hr. shifts) | 1:00pm – 3:00pm | 3:00pm – 5:00pm | 5:00pm – 7:00pm
 - Assist stage manager with backstage management
 - Keep area clear for performers
 - Must have theater experience
- **COMMUNITY ALTAR HELPER - INVOLVES STANDING**
(2.5 hr. shifts) | 2:00pm – 4:30pm | 3:30pm – 6:00pm
 - Help people with placing their offerings
 - Add name & phone number stickers to photos
 - Help people write their penas



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