

Enlightening 2007

Volunteer Positions

For those Harry Potter fans who want to be a part of the excitement and planning of E7, here's your chance! It will take the joint effort of MANY volunteers to make E7 a magical and memorable experience for everyone, so please look over the different job descriptions below and let us know how you would like to be involved. And don't be intimidated by any of the director/coordinator positions listed. We have intentionally divided responsibilities into many small roles, so that no single job is a huge time commitment.

While prior experience in any of these fields is a plus, enthusiasm and dedication are more important qualifications. If you are interested in working more than one position, that's even better!

Unless otherwise stated, all jobs listed below are volunteer positions to begin ASAP and continue until the end of Enlightening 2007 (July 15, 2007). For most positions, volunteers will meet on the U Penn campus on Tuesday, July 10 and Wednesday, July 11 for training and a run-through and should expect to be present throughout the event. All volunteers filling the positions below will receive a special E7 staff registration rate of \$65 (which is significantly lower than the regular registration fee) and will have a reserved seat at the E7 staff tables during the Welcoming and Closing Feasts. Not all positions, however, require attendance at E7. There are ways to be involved in the planning process even if you cannot attend the event, and we'll be happy to work something out if this is the case.

In addition to the planning and organizing positions listed below, there will be many volunteer "Prefect" (counselor) positions available during the event. These positions vary (some are assigned to a specific group of kids, some are assigned to a specific activity or event, and some are Resident Advisors in the teen dormitory) and require no work until E7 week. The Head Boy/Girl will recruit Prefects as the event draws nearer.

If you would like to apply for any of the positions below, please send me an email at victoria@bondingoverbooks.org letting me know the position(s) you are interested in and any experience you have that might be relevant. This is the first event of its kind, and it is impossible to predict exactly what will be involved in the planning process. Organizing E7 will be an adventure of its own!

Director, Special Events	This person will oversee the E7 special events, including, but not limited to, Premiere Night, Open House, Field Trip for Adults, and Welcoming and Closing Feasts. Job responsibilities include managing the individual event coordinators and reporting to Executive Director with bi-weekly updates on progress.
Director, Marketing	This person will lead all E7 marketing efforts. Job responsibilities include sending out press releases and following up; compiling contact email lists; maintaining and updating the E7 Web site as needed; networking with local media, bookstores, libraries, etc.
Director, Sponsorship	This person will organize E7's sponsorship seeking efforts. Job responsibilities include researching potential sponsors and securing sponsors for E7 in general and a selected number of individual programs within the E7 event.
Treasurer	This person will act as the E7 bookkeeper and assist with basic accounting needs. Some bookkeeping experience and familiarity with accounting software strongly recommended.

Artistic Director	This person will oversee the design or “look and feel” of the event. Job responsibilities include designing the look of each campus meeting space used in the event, acquiring and creating props and decorations, and managing the set-up and take-down process.
Vendor Coordinator	This person will organize and manage both the commercial and nonprofit vendors at E7. Job responsibilities include negotiating booth sales with commercial vendors, scheduling booths for the nonprofit/literacy organizations represented at E7, setting up vendor room and nonprofit booths, and overseeing all booth operations.
Tri-Wizard Tournament Coordinator	This person will organize the E7 Tri-Wizard Family Tournament, as well as the practice Tournaments for Kids and Tweens, and will report to the Director of Informal/Recreational Programming. Job responsibilities include designing all Tri-Wizard Tournament obstacle courses, securing all props and setting up courses, and training Prefects assisting with Tournaments.
DADA Coordinator	This person will organize E7’s Defense Against the Dark Arts program and report to the Director of Informal/Recreational Programming. Job responsibilities include working with fencing instructor to adapt a “Wizards Duel” protocol, organizing DADA classes and dueling instruction, and coordinating the E7 Dueling Competition.
Read-Alouds/ Discussions Coordinator	This person will organize all read-aloud sessions and informal book and film discussions at E7 and will report to the Director of Informal/Recreational Programming. Job responsibilities include recruiting and communicating with readers and discussion leaders, designing format and setting for read-aloud and discussion sessions, and managing sessions during event.
Premiere Night Coordinator	This person will organize all Premiere Night festivities (including the movie viewing) to take place Friday evening during E7 and will report to the Director of Special Events. Job responsibilities include recruiting and maintaining communications with performers and vendors, designing the layout and flow of events, arranging movie viewing and transportation (if necessary), conducting sale of movie tickets, and acting as media contact.
Open House Coordinator	This person will organize all Open House performances to take place Saturday evening during E7 and will report to the Director of Special Events. Job responsibilities include working with instructors to plan showcases for each Kid, Tween and Teen class/workshop; designing flow of events; recruiting performer(s) for HP-themed show; and conducting ticket sales to public (if applicable).
Field Trip Coordinator	This person will organize the optional field trip for Adults to take place Saturday afternoon during E7 and will report to the Director of Special Events. Job responsibilities include arranging the location, tour details, and transportation for the Field Trip; conducting ticket sales; and maintaining communications with interested participants.
Feasts Coordinator	This person will oversee the Welcoming and Closing Feasts to take place Thursday evening and Sunday morning, respectively, and will report to the Director of Special Events. Job responsibilities include coordinating the menu and setting with catering staff and Artistic Director, recruiting and maintaining communications with acting troupe and other performers, and managing the AV and technical requirements.