

Volunteer Application Form 2019

Thank you for applying to be a volunteer with Dublin Theatre Festival. Before completing this application form please take a few minutes to read the 'FAQ for applicants' on our website www.dublintheatrefestival.ie and the 'Applicants Guide' at the end of this form. Volunteers must be 18 years or older, have conversational English and be comfortable on their feet. Volunteers are required to complete a minimum of 3 volunteer shifts. Closing date for volunteer applications is Friday 6th September 2019.

This application form helps us to learn a bit more about you, your areas of interest and availability so please do complete it fully. Once completed, please return this form to volunteer@dublintheatrefestival.ie or by post to:

Volunteer Coordinator

Dublin Theatre Festival

Festival House, 12 Essex Street East

Dublin 2, D02 EH42.

Part 1 - Personal Details

Full name: _____

Address: _____

Date of birth: _____

Mobile number: _____ Email: _____

Nationality: _____

Emergency Contact:

Name: _____ Number: _____

Please list any allergies, health conditions or support needs we should be aware of below (*note that volunteering with Dublin Theatre Festival involves being on your feet for up to 3-4 hours, speaking to groups of people and some roles may involve heavy lifting*):

T-shirt size: S M L XL XXL

Have you volunteered for Dublin Theatre Festival in the past? Yes No

(If yes what year, what role did you have? Also, what did you enjoy the most?)

Part 2 – Skills

In which of the following areas of the festival would you like to volunteer? Please number these sections in order of interest.

(Please read more about each of these areas in the ‘Applicant Guide’ at the end of this form for more information on each area. If you want to volunteer in more than one area then please select all the areas that interest you. We always try to accommodate first preferences but cannot guarantee them. If you do not choose these areas we may not be in a position to offer you the opportunity to volunteer)

- Market Research
- Ushering / Programme Selling
- Deliveries (City Centre)
- Front of House / Stewarding (Event Assistance)
- Box Office

Might you be available on short notice? _____

Do you want to add your name to a volunteer back up list? _____

(This allows us to contact volunteers who are available on short notice and willing to help out in a variety of areas)

Additional Skills

Please outline any additional skills that you think would be useful to us, such as: languages, translation skills, proof-reading, interpreting, typing, driving, photography, stage management etc. If you need more space, feel free to insert another page (if filling out electronically) or write on the reverse of each page.

Part 3 - Experience

Do you have any previous theatre or arts venue experience?

What customer service experience do you have?

Have you ever volunteered with other festivals/organisations before? If so, please tell us some more about what you did below.

Why do you want to be part of the volunteer team at Dublin Theatre Festival?

Tickets

Volunteers will have the opportunity to receive tickets for up to three selected performances during the festival. Three completed shifts entitles entry to three shows. Unfortunately we cannot offer more tickets for any shifts in addition to this. Please note that owing to venue agreements we will not be in a position to offer volunteer tickets at all venues. Shows and performance times available to volunteers will be confirmed at the volunteer recruitment evening. As always, we recommend that if there is a production you really want to see the best course of action, to avoid disappointment, is to purchase a ticket ASAP as some productions sell out!

Part 4 - Availability

Dublin Theatre Festival requires that each applicant commits to at least three shifts during the festival period.

Pre-Festival

Would you be interested in advance volunteering shifts assisting part time with programme and marketing materials distribution or ticketing from mid-September onwards?

Yes No

Festival Volunteering: 26th September – 13th October 2019

Dublin Theatre Festival relies on volunteer support mainly in the three weeks of the festival: 26th September to 13th October 2019. Volunteer support is required outside this time frame, but to a lesser degree and frequency, and sometimes we need help with very little notice!

Please mark your preferred dates and times to volunteer in the grid below with an X.

Note:

- Volunteers are required to complete a minimum of 3 volunteer shifts but we'd be delighted if you could volunteer for more!
- Each volunteer shift lasts between 1-4 hours, depending on the requirements;
- Volunteers should allocate enough travel time for each shift;
- Please only mark days and times that you are available to volunteer;
- If unavailable during the allocated time slots then please indicate when you would be available to volunteer;
- Note that these timeframes are suggested times and final times will be confirmed with volunteers.

After outlining your preferences and if selected, volunteers will be assigned time slots and days accordingly.

WEEK ONE: September 24th – September 30th								
		Tues 24th	Wed 25th	Thurs 26th	Fri 27th	Sat 28th	Sun 29th	Mon 30th
All day								
Morning	<i>e.g. 9am-1pm</i>							
Afternoon	<i>e.g. 1-6pm</i>							
Evening	<i>e.g. 6-11pm</i>							
WEEK TWO: October 1st – 7th								
		Tues 1st	Wed 2nd	Thurs 3rd	Fri 4th	Sat 5th	Sun 6th	Mon 7th
All day								
Morning	<i>e.g. 9am-1pm</i>							
Afternoon	<i>e.g. 1-6pm</i>							
Evening	<i>e.g. 6-11pm</i>							
WEEK THREE: October 8th – 13th								
		Tue 8th	Wed 9th	Thurs 10th	Fri 11th	Sat 12th	Sun 13th	
All day								
Morning	<i>e.g. 9am-1pm</i>							
Afternoon	<i>e.g. 1-6pm</i>							
Evening	<i>e.g. 6-11pm</i>							

Terms and Conditions of volunteering with Dublin Theatre Festival

The below applies to those wishing to volunteer with the Dublin Theatre Festival. Selected volunteers will also be provided with a volunteer handbook. Please mark Yes / No.

If selected as a volunteer, I will attend a mandatory information and recruitment session.	Yes	No
I have read & understand the application guide and roles involved in volunteering.	Yes	No
I am willing and committed to attend at least 3 volunteer shifts.	Yes	No
I am open to volunteering for more than one shift per day if required.	Yes	No
I agree to give at least 48 hours' notice if I can no longer make a volunteer shift.	Yes	No
I agree to wear a branded t-shirt when volunteering.	Yes	No
I agree to act honestly and in line with the volunteer handbook.	Yes	No
I understand that a failure to comply with Dublin Theatre Festival's policies and / or the volunteer handbook may result in being asked to leave the volunteer programme.	Yes	No
I declare that all of the information provided in this application form is truthful, factual and complete.	Yes	No
I agree to Dublin Theatre Festival retaining the information submitted in this application for the purpose of managing the festival's volunteer programme, I understand that the data of unsuccessful applicants is deleted and destroyed within 12 months of receipt, that Dublin Theatre Festival will never pass my data to third parties and that I can opt out of future correspondence from the festival at any time by contacting info@dublintheatrefestival.com or calling 01 677 8439	Yes	No

Applicant Guide

The following is a brief guide to the principle areas of volunteering with Dublin Theatre Festival.

Ushering / Programme Selling

Volunteering for ushering and programme sales puts you at the centre of activity during the festival, meeting and greeting patrons at events and shows, assisting venues with a performance, selling programmes and handling cash. This role is particularly suited to individuals who would consider themselves a 'people person' or with strong customer service experience. It is a busy and exciting role where volunteers get to participate and contribute to the festival atmosphere. Activities include; admissions, programme sales, ushering and general venue operations (crowd liaison and information point of contact).

Front of House / Stewarding

Our Front of House and stewarding volunteers assist with both performances and extra events that take place throughout the festival. These roles are important in ensuring the smooth running of events and talks and would suit individuals who are outgoing and who have an interest in the special events side of the festival. Duties include: admissions, directing patrons to venue / amenities / box office, operating a roaming mic at events, meeting and greeting guests. Shifts for Front of House can vary from ticket checking, looking after waiting lists, ushering patrons through the venue and anything else that arises during the shift! Stewarding roles entail directing patrons to find the venue / amenities / box office and can sometimes be located outdoors.

Box Office

Our box office team requires additional help each year with handling tickets and organising pre-booked seats for our patrons. Like our ushering / programme sales roles, box office gets busy! Activities include: organising tickets before performances, greeting patrons, checking pre-booked tickets at venues and ensuring the smooth running of entrants before a show. This role would suit organised individuals who enjoy fast-paced work and being around the buzz of curtain call!

Market Research

Our market research team is an integral part of our festival each year, gathering vital information from our audience members which help us to improve our performance. This role would be ideal for anyone who enjoys chatting with audience members before shows and where a background or interest in marketing would help. Responsibilities include: interviewing patrons and conducting surveys.

Marketing Distribution

Every year the festival delivers flyers and other promotional materials to businesses and theatres in Dublin, creating awareness and visibility for the festival around the city. This is invaluable work as it promotes the festival in the run up to opening night. Duties include: flyering, deliveries and some heavy lifting.

Deliveries

If you have a car and a full clean driving licence, we are always looking for people to help deliver items between venues around the city. This role involves some heavy lifting of print materials or other such items, and would be suited to 'hands on' type individuals.

Practical information for applicants

- Selected applicants will be expected to attend a volunteer information and recruitment session. At this session a photo will be taken and submitted for administrative purposes;
- All volunteers must be 18 years or older, have conversational English and be comfortable on their feet;
- The Volunteer Coordinator will communicate with selected volunteers by email (predominantly) or by mobile phone so please make sure the correct details are provided;
- Selected volunteers are expected to commit to a minimum of 3 shifts for the duration of the festival but we'd love if you volunteered for more;
- We ask for 48 hours' notice if a volunteer can no longer make a shift;
- Volunteers should regularly check the Dublin Theatre Festival website and social media channels for updates.

Signed:

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Date:

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Thank you so much for your interest in volunteering with Dublin Theatre Festival! We appreciate you taking the time to complete this application form and we'll be in touch soon.