

## **Dublin Theatre Festival**

Dublin Theatre Festival was established in 1957. We aim to be the leading festival of contemporary theatre in Ireland, presenting excellent work by local and international artists to a diverse, engaged and growing public.

The next festival will run from 29 September – 16 October 2022.

## **Festival Runner job description**

Post: Festival Runner

Contract: Seasonal. 25 July – 18 October, half time 9 weeks, full time 3 weeks

Hours: Half time 25 July – 23 September (9 weeks): Mornings or afternoons (to include lunch time)

Full time 26 September – 18 October (3 weeks): Usually 48 hours in a 6 day week during festival period

Remuneration: €21,840 pro rata / €10.50 per hour

Reporting to: Festival Administrator

Location: Festival House, 12 Essex Street East, Temple Bar, Dublin 2

## **Purpose and Scope of the Post**

The primary role of the runner is to ensure the efficient delivery and collection of materials to and from the festival offices and venues. The runner will assist with the smooth functioning of the festival administration office when required. This position reports to the Festival Administrator and ultimately to the General Manager of Dublin Theatre Festival. This position requires a candidate willing to work outside in all weather conditions and to undertake manual tasks in the festival offices. The runner regularly lifts and delivers batches of brochures, helps in cleaning activities and in the set-up of festival offices. A willingness to engage in manual activity and a level of physical fitness is required.

## Duties and Responsibilities

### Deliveries

- Delivering all materials to venues in the city centre and wider suburban area

### Office

- General administrative and marketing support to the Operations and Marketing teams
- Reception duties, including lunch time cover
- Assist with information requests
- Office set-up, furniture moving and occasional office cleaning

### Front of House

- Assisting at venues during the festival including box office and usher roles
- Assisting at events before and during the festival

## General

- Awareness of health and safety issues within the work environment
- Work as part of the festival team
- Awareness of security issues in the building
- Other duties as required by festival management

## Person Specification

### Essential skills and experience:

- Own bicycle, lock and helmet
- Knowledge of Dublin streets and areas
- Microsoft Word and Excel skills

### Desirable:

- Interest in the arts
- Full driving licence

## Skills and personal qualities

### The key qualities sought are:

- Flexibility in relation to tasks and willingness to switch between delivery, administrative and other duties according to the needs of the Festival
- Ability to work in a constantly busy work environment with a high level of time and stress management
- Attention to detail
- Resourcefulness
- Aptitude for working quickly and efficiently
- Ability to manage several tasks simultaneously
- Team player
- Flexibility regarding work schedule
- Physical fitness

## Type of Contract

Seasonal and temporary. 25 July – 18 October, half time for 9 weeks then full time for 3.5 weeks

Mornings 10am – 1.30pm Monday 25 July – Friday 23 September (9 weeks)

Full time 10am – 6pm or 1pm to 9pm, Monday 26 September – Tuesday October 18 (3.5 weeks)

Usual office hours 10am – 6pm, Monday – Friday. 48 hours in a 6 day week during the 3 week festival period

## Probation

A probation period of three weeks will apply from the start of the contract.

## Holidays

Statutory holiday entitlements apply. Requests for leave will be considered, taking into account the busy nature of the festival period. Leave must be scheduled and approved by your line manager prior to commencing your contract (max 3 days during the contract). Unused holiday entitlement will be paid at the end of contract in accordance with current employment legislation.

## Remuneration

€21,840 pro rata / €10.50 per hour, calculated weekly & paid monthly. Complimentary tickets to Festival shows are available to all seasonal staff.

## Application Process

Applicants are invited to submit:

- A detailed Curriculum Vitae outlining all relevant experience
- A letter of application indicating why you are interested in the role
- Contact details for two professional referees

## Submissions

Applications will be accepted by email only and should be submitted to [recruitment@dublintheatrefestival.ie](mailto:recruitment@dublintheatrefestival.ie)

## Closing Date

The closing date for receipt of all applications is noon on Tuesday 28 June

## **Interviews**

Interviews will be held on Tuesday 5 July via zoom. Applicants selected for interview will be expected to make themselves available on this date.

## **Confidentiality**

Dublin Theatre Festival acknowledges applicants' need for privacy and will take all necessary steps to ensure all applications and interviews are handled confidentially.

## **Further Information**

Enquiries in strictest confidence to Mary Kilduff, Festival Administrator  
[recruitment@dublintheatrefestival.ie](mailto:recruitment@dublintheatrefestival.ie)

Dublin Theatre Festival is an equal opportunity employer and welcomes applications from all sections of the community. Dublin Theatre Festival is funded by the Arts Council.