

## Volunteer Coordinator

Post:	Volunteer Coordinator
Contract:	Seasonal. 8 weeks over 10 week period (8 August – 18 October 2022)
Hours:	Usual office hours 10am – 6pm, Monday – Friday, with one hour off for lunch. 48 hours in a 6 day week during the 3 week festival period, 29 September – 16 October
Dates:	Part time from Monday 8 August (4 weeks) Full time from Monday 05 September (6wks)
Remuneration:	€26,000 per annum, pro rata
Reporting to:	Festival Administrator
Location:	Festival House, 12 Essex Street East, Temple Bar, Dublin 2

## Dublin Theatre Festival

We bring world-class theatre to Dublin, support artists in creating outstanding work and provide a platform to showcase the best of Irish theatre to the world.

At the heart of the festival is the city of Dublin – its people and its stories – and a commitment to contributing to the vibrant social and cultural life of our capital. Our mission is to present a programme of exceptional theatrical experiences that will appeal to the diverse communities and visitors that make up our city.

We have a rich history, with much to celebrate, but we are most excited about what is yet to come. In the future, we want to see more people participating in culture and more artists creating bold new work that challenges and inspires.

Dublin Theatre Festival 2022 runs from September 29 – October 16.

Dublin Theatre Festival is principally funded by the Arts Council.

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

We are seeking a Volunteers Coordinator to run the volunteer programme. The candidate should be enthusiastic, confident and efficient when dealing with people as the role requires much person to person contact. The Volunteer Coordinator will work within the festival offices and will report to the Festival Administrator and ultimately to the General Manager of Dublin Theatre Festival. The volunteer programme is a key way for people to get involved in the festival and we aim to involve between 80 and 100 volunteers in the 2022 festival. The volunteers help facilitate the smooth running of numerous aspects of the festival and we are immensely grateful for the support we receive from people willing to give up their free time.

**Duties and Responsibilities**

- Updating and maintaining volunteers database
- Processing volunteer application forms
- Organising and addressing volunteers at the volunteer induction evenings
- Creating schedules and assigning tasks and positions to volunteers in accordance with their availability and task preferences
- Relaying schedules and updates to volunteers
- Monitoring of volunteers to ensure scheduling is maintained
- Liaison between festival staff, venue staff and volunteers
- Overseeing the allocation and processing of volunteer tickets in conjunction with relevant Box Office staff
- Relaying information to volunteers and ensuring that volunteers are fully briefed as to festival expectations
- Liaise with the festival team on volunteer related activities that arise
- Other duties as required by the Festival Administrator and General Manager

**General**

- Work as part of the festival team
  - Awareness of health and safety issues within the work environment
- Person Specification

**Essential skills and experience:**

- Previous experience managing and scheduling people
- High level of literacy, communication and organisational skills
- Computer literacy and knowledge of Microsoft Office packages, especially Word and Excel
- Organised, structured and systematic in work, with strong attention to detail
- Ability to work in a constantly busy work environment with a high level of time and stress management
- Ability to take initiative and work independently
- Ability to manage several tasks and projects simultaneously

**Desirable skills and experience:**

- An understanding of the workings of theatre venues
- Previous festival experience
- Interest in the arts

**Skills and personal qualities**

The key qualities sought are:

- Enthusiasm and interest in meeting new people
- Team player
- Flexibility regarding work schedule
- Fluent English

**Type of Contract**

Seasonal and temporary, August – October 2022

**Probation**

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

**Holidays**

Holiday pay will be paid at the end of the contract.

**Remuneration**

The salary for this post is €26,000 per annum pro rata

**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