

Post:	Volunteer Coordinator (1 Position)
Contract:	Seasonal. 8 weeks over 10 week period (13 August - 19 October 2018)
Hours:	Usually office hours 10am – 6pm, Monday – Friday, with one hour off for lunch, with flexibility at evenings and weekends around launch on 24 July and during 3 week festival period, 27 September – 14 October
Dates:	Part time from Monday 13 August. Full time from Monday 3 September
Remuneration:	€22,000 per annum, pro rata
Reporting to:	Assistant General Manager
Location:	Festival House, 12 Essex Street East, Temple Bar, Dublin 2

Background

Dublin Theatre Festival brings world class performances to Dublin, supports artists in creating outstanding work and provides a platform to showcase the best of Irish theatre to the world. At the heart of the festival is the city – its people and its stories – and a commitment to the vibrant social and cultural life of Ireland’s capital. Our mission is to present a programme of exceptional theatrical experiences that appeal to the diverse communities that make up the city. Our programme incorporates theatre, music, dance and family events as well as artist talks, public discussions and artist development programmes.

Dublin Theatre Festival (DTF) has presented an annual season of Irish and international theatre performances in venues across Dublin since 1957, usually running from the last Thursday of September for 18 days.

Purpose and Scope of the Post

The volunteer programme at Dublin Theatre Festival has grown for the last number of years. We are reliant on the success of this programme in order to facilitate the smooth running of numerous aspects of the festival and are immensely grateful for the support we receive from people willing to give up their free time. 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 Assistant General Manager and ultimately to the General Manager of Dublin Theatre Festival.

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 Assistant General Manager and General Manager

General

- Work as part of the festival team
- Implement and enforce environmental initiative of recycling
- Awareness of health and safety issues within the work environment
- At the conclusion of the festival provide a written report as to how systems could be improved for the following year

Person Specification

Essential skills and experience:

- High level of literacy, communication and organisational skills
- Computer literacy and knowledge of Microsoft Office packages, especially Word and Excel
- Ability to work in a constantly busy work environment with a high level of time and stress management
- 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
- Organised, structured and systematic in work, with strong attention to detail
- Ability to maintain calm under pressure and in the face of the unexpected
- Ability to take initiative and work independently
- Team player
- Flexibility regarding work schedule
- Fluent English
- Resourcefulness

Type of Contract

Seasonal and temporary. 8 weeks over 10 week period Monday 13 August to Friday 19 October. 2 - 3 days per week from Monday 13 August. Full-time from Monday 03 September.

Probation

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

Holidays

Holidays may not be taken within this contract. Holiday entitlement will be paid at the end of contract in accordance with current employment legislation.

Remuneration

The salary for this post is €22,000 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

Submissions

Applications will be accepted by email only and should be submitted to recruitment@dublintheatrefestival.com

Closing Date

The closing date for receipt of all applications is **noon on Monday 6 June.**

Interviews

Interviews will be held in Dublin on **Monday 2 July.** Applicants selected for interview will be expected to make themselves available on this date.

Confidentiality

The 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 Dearbhail O'Sullivan, Assistant General Manager, dearbhail@dublintheatrefestival.com

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.