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| Post:         | Volunteer Coordinator (1 Position)   |
| Contract:     | Seasonal. 8 weeks over 10 week period (12 August - 18 October 2019)  |
| 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, 26 September – 13 October |
| Dates:        | Part time from Monday 12 August. Full time from Monday 02 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 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 26 September – 13 October 2019.

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

The volunteer programme at Dublin Theatre Festival has grown for the last number of years, supported by approximately 100 volunteers, 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

- 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 remain 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 12 August to Friday 18 October.  
2 - 3 days per week from Monday 12 August. Full-time from Monday 02 September.

### **Probation**

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

### **Holidays**

The Volunteer Coordinator is entitled to 3 days leave for the duration of the contract. 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. Unused 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](mailto:recruitment@dublintheatrefestival.com)

**Closing Date**

The closing date for receipt of all applications is **noon on Wednesday 5 June.**

**Interviews**

Interviews will be held in Dublin on **Wednesday 19 June.** 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 Dearbhail O'Sullivan, Assistant General Manager, [recruitment@dublintheatrefestival.com](mailto:recruitment@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.