

DUBLIN FRINGE FESTIVAL

2019 Volunteer Application Form

Thank you for applying for a volunteer position with Dublin Fringe Festival. Please complete this form and e-mail to volunteers@fringefest.com or post it to the address at the bottom of page 4.

This application form helps us to know our volunteers better. **Please ensure you read the 'Guide for Applicants' below before completing this form and take note of our Volunteer Recruitment Evening dates.** You must be 18 years or older to volunteer. The closing date for applications is **Friday 23rd August 2019.**

FRINGE-Felicitations: HAPPY BIRTHDAY TO ME, YOU, US! 😊

FRINGE is 25 years young this Autumn, 25 years of provoking, protesting, questioning, celebrating, including and demonstrating- if budget wasn't an issue how would you like to mark this momentous occasion?:

(A) Personal Details

First Name(s):

Last Name:

What Pronouns do you prefer to go by:

Him/His ☐

She/Hers ☐

They/Them ☐

Other:

Home Address:

E-mail Address (please print):

Mobile Telephone:

Nationality:

Age range- Are you a...

Time Capsule(18-24) ☐

Punchlines (25-30) ☐

Plays Play Plays(31-40) ☐

Intimacies(40-50) ☐

Club Culture is Culture(over 50) ☐

Have you previously been a volunteer for the Dublin Fringe Festival?
(If yes, when, and in what capacity?)

Yes ☐ No ☐

(Returning volunteers should proceed directly to Section D Updating Section C where necessary)

Why do you wish to be involved as a volunteer with Dublin Fringe Festival?

How did you hear about volunteering for Dublin Fringe Festival?

(Please be as specific as possible - E.g. if on the Radio – which station? If in the paper - which paper?)

(B) Previous Work Experience

Please provide a brief summary of your recent employment history:

Have you any previous volunteering experience?

Yes ☐ No ☐

(If yes, please provide details below)

Have you previously worked in a position that involved customer service and/or cash handling? (If yes, please provide details below)

Yes ☐ No ☐

Do you have any experience with theatre production? *Specifically, lighting, sound, set dressing or stage management?*

Yes ☐ No ☐

(If yes, please provide details below)

Have you previously worked/volunteered in a position that involved minors (children) or vulnerable individuals (Disabled or Senior Citizens)?

Yes ☐ No ☐

(If yes, please provide details below)

Are you Garda vetted (please attach documentation if so)?

Yes ☐ No ☐

(C) Other Skills

Do you have any experience with social media marketing or photography? Yes ☐ No ☐
(If yes, please provide details below) *Please indicate below by marking the boxes in order of preference, with number 1 for most frequently, number 2 the next most frequently etc.)*

(If yes, please leave your Twitter Handle, Blog, Facebook or Instagram URL)

☐☐☐☐

Do you have any other work experience you feel may be relevant?

Do you own or have access to one or both of the following?

Bicycle ☐

Car ☐

(Drivers must have adequate insurance to drive in Ireland)

Do you have any other skills that you feel may be applicable? *(E.g. Foreign language/sign language/graphic design etc.)*

Please state any languages spoken and at what level:

(D) Volunteer Work – Pre Festival August 20th – Sept 6th

Would you be interested in advance volunteering shifts assisting part time with programme & marketing distribution, venue get-ins or ticketing from Aug 19th onwards? Yes ☐ No ☐

If so, which time of day are you free?

Morning ☐ Afternoon ☐

If so, which departments? Distribution ☐ Venue Get In/Production* ☐ Ticketing ☐

**please note Venue Get Ins tend to be Sept 2nd-5th – Production/Distribution from Aug 19th onwards*

(E) Volunteer Work – During the Festival Sept 8th -24th

In which of the following areas would you like to volunteer?

(If you are happy to work in more than one area, please mark the boxes below in order of preference starting with number 1 for your favourite area. Please refer to the 'Guide for Applicants' below before you make your selection)

Front of House ☐

Box Office ☐

Outdoor Events ☐

Production ☐

Social Media Correspondents/Street Team ☐

(While Dublin Fringe Festival will make every attempt to match volunteers with their favoured departments, we cannot guarantee first preferences)

Would you be interested in serving as Volunteers Dept Intern?

Yes ☐ No ☐

(You would be reporting directly to the Volunteer Co-ordinator – dates would include pre festival – Recruitment Day & Orientation Evening, Rostering Aug 19-23 as well as festival dates Sept 7 - 22)

Are you interested in being Venue Volunteer Supervisor Yes ☐ No ☐
(Namely evening & weekend shift –responsible for visiting a number of venues throughout the festival making sure all volunteers are accounted for & that all Venue Managers & Company Managers are assisted with volunteer requirements –some office admin maybe involved)

Are you willing to be a standby runner? Yes ☐ No ☐
(Runners should have a good geographical knowledge of Dublin & daytime availability, may involve some waiting around)

What T-Shirt size are you?
 Small ☐ Medium ☐ Large ☐ X-Large ☐ XX-Large ☐

Are you interested in being contacted about other volunteer opportunities at festivals such as Dublin International Film Festival, Dublin Theatre Festival, St Patrick's Festival, Dublin Dance Festival, Bram Stoker Festival, Dublin Book Festival? Yes ☐ No ☐

(F) Availability

Are you willing to work as a **tier 1 volunteer**? Minimum Commitment 10 Shifts Yes ☐ No ☐

Are you willing to work as a **tier 2 volunteer**? Minimum Commitment 7 Shifts Yes ☐ No ☐

Are you willing to work as a **tier 3 volunteer**? Minimum Commitment 5 Shifts Yes ☐ No ☐

Please complete the following availability table, indicating days you are available: (Please note: the following times are guideline only)

Date/Time (all in Sept)	09:00 – 14:00	10:00 – 15:00	15:00 – 19:30	17.00 - 22.00	19.00-until late
Fri 6 th (Previews)					
Sat 7 th					
Sun 8 th					
Mon 9 th					
Tues 10 th					
Wed 11 th					
Thurs 12 th					
Fri 13 th					
Sat 14 th					
Sun 15 th					
Mon 16 th					
Tue 17 th					
Wed 18 th					
Thurs 19 th					
Fri 20 th					
Sat 21 st					
Sun 22 nd					

- **Shaded Time Slots = NO Volunteer Shifts before 10am**

(G) Satellite Venues & Late Night Shifts

This years programme sees us use venues in the North & South Suburbs that will need volunteer assistance – so if any of the following are close to where you live or work and

you would be interested in helping out at please tick which ones and they will be built into your roster and availability

Northside

☐ **Axis Theatre** –Ballymun, Dublin 9

☐ **Croke Park Stadium** – Dublin 3.

Southside

☐ **Civic Theatre** ,Tallaght, Dublin 24

☐ **National Stadium** Sth Circular Rd, D8

Late Night Shifts

Our Club Culture Is Culture Programme Strand sees the after-hours and early mornings rock the city with creativity and on certain nights events and performances will run well into the night after public transport hours – for volunteers who wish to work on these shows we will be providing prepaid taxis to bring you home safely – so if any of the below of the dates suits just tick the box accordingly: (*all dates in Sept*)

☐ Saturday 7th ☐ Thursday 12th ☐ Friday 13th ☐ Saturday 14th ☐ Sunday 15th

****All Shifts are max 5hours long and finish times may vary – midnight – 02:00***

Romy & Michelles FRINGE Reunion – Your Party Piece:

25 Years from now FRINGE will be 50 – what would you like to see happen between now and then & how would you like to see it marked?

Return to:

Volunteers Department, Dublin Fringe Festival, Sycamore Building, Sycamore Street,
Temple Bar, Dublin 2. Tel: +353 (0)1 670 6106
E-mail: volunteers@fringefest.com

Closing date for applications is Friday 23rd August 2019

Guide for Applicants

The following is a brief guide to the principal areas of volunteer operation. By reading this you can make a more informed choice of which area you would prefer to volunteer in and consequently increase your enjoyment of the Festival and the benefits of your volunteering experience.

Please pay particular attention to the 'Notes for Applicants' section below.

Front of House

Volunteering for Front of House puts you very much at the forefront of the Festival experience. 2019 will see the Festival unfold across many different spaces. From traditional theatre venues like The Abbey Theatre, Smock Alley Theatre, The Lir and Project Arts Centre, the New Theatre to some newer, and slightly less obvious spaces such as, Chapel Royal at Dublin Castle, Drop Dead Twice & The Ring Side Bar at The National Stadium. The venues are the hub of Festival activity and as many of our volunteers are Festival aficionados themselves, you get the opportunity to participate in and contribute to the dynamic atmosphere of an international festival. Front of House volunteering activities include admissions, ushering and general venue operations (crowd liaising & information point of contact). Through a co-ordination of these elements our venue staff ensure the smooth running of the Festival schedule. As a rule, Front of House shifts are split into afternoon and evening periods and may involve some late nights.

Box Office

With so many different shows happening in multiple locations at the same time, our Box Office team relies on the support of the volunteer staff to manage ticket sales & collections at various venues over the Festival run. Box Office shifts are predominantly early evening and night-time shifts with Box Office volunteers sometimes covering multiple shows over the duration of a shift. This is a responsible role with volunteers having to deal first and foremost with the public and manage admissions whilst reporting back to Box Office supervisors. A worthy addition to a resume for anyone seeking to get further involved in arts management.

Production

This falls under production of a theatrical sort; it involves sometimes assisting with the assembly of sets, painting, or in some cases, heavy lifting. It is not glamorous but vital to help us pull together a successful event. There is lots of good experience to be gained assisting this department. Also if you have any skills in stage lighting, PA systems or are keen to learn more about these things then volunteering within the Production department can prove enormously beneficial. Some prior and basic knowledge of the technical side of production would be an advantage

Social Media Correspondents & Street Team

In an Arts organisation everybody works in marketing or is active on social media, at least to some extent. Thus this is an opportunity to become a member of our special Marketing task force in order to help and spread the word about the festival to as many people as possible maintaining the quality and consistency of the message across all the channels and working closely with the Festival Marketing Team and within the guidelines provided.

With such a variety of shows happening over the Festival period our Marketing team has a mammoth task of trying to spread the word about what Dublin Fringe has to offer for 2019. Not only is there a major push to get the Festival catalogue circulated ahead of opening night but also we need to get specific marketing materials out 'into the hands' of festivalgoers regarding specific shows. This role requires strong, confident, approachable, communicative not to mention creative and enthusiastic people who know and care about our programme. You will be able to actively engage the general public both in conversation (street team) or online (social media) about our shows and then leave them with a flyer or an impression hold on to. So if you like to blog, tweet etc and want to help spread the gospel according to Fringe the Marketing, Social Media & Street Team needs you.

Outdoor Events

Seemingly self-explanatory, Dublin Fringe Festival outdoor events rely heavily on dedicated volunteers to assist with organising site layout, liaising with the public and crowd management. These events are predominantly afternoon and evening shifts, but volunteers have to be prepared to operate in changing weather conditions also. These shifts are overseen by the production team and can provide those involved with a valuable insight into the coordination of an event on this scale. This year sees the festival back again in Barnardo Square & Dublin Castle and IMMA at Royal Kilmainham Hospital as well additions of the many side streets and laneways that snake about in and out of the city buildings unnoticed – this September you will hear their stories echo loudly.

Notes for Applicants

① Further information regarding the above areas of volunteer operations can be obtained at our 'Volunteer Recruitment Sessions, which will take place Saturday August 17th – 12:00 -17:00. **We ask all of our new applicant volunteers, to make a special effort to attend one of our Volunteer Recruitment Evenings, as it is important for us to meet you and understand what we can do to deliver a fulfilling volunteering experience to you.** Notification regarding the details of your

Volunteer Recruitment Session Time Slot will be sent via e-mail on receipt of your completed application form and the whole process should only take up 50minutes of your time.

① Dublin FRINGE is an equally opportunity facilitator and is a pioneer in its Diversity & Inclusion Policy. The Festival does not tolerate any form of discrimination, bullying or abuse and will protect it's volunteers from any such forms slander.

① All initial correspondence with volunteers is done via e-mail. Please ensure that the address volunteers@fringefest.com is added to your contacts so none of our correspondence is lost to spam filters.

① It is a policy of the Festival that each applicant is available for a minimum of five volunteering periods.

① Daily volunteering periods can be described generally as follows:

Morning 10:00 – 15:00

Afternoon 15:00 – 19:30

Evening 18.30 – 23.00

Some evening and night shifts can run very late. The Festival/Company can arrange transport home for volunteers working post 23:30.

① All applicants must complete the 'Availability Table' in Section F. Should your availability change following your initial application, please do not hesitate to e-mail the Volunteers Department with revisions.

① It is a strict policy of Dublin Fringe Festival not to share any information contained on the Volunteer Application Forms with any third parties.

① In you are resident outside Dublin, please be aware that the Festival cannot provide any living or accommodation expenses to volunteers. As a registered charity and not-for-profit organisation, the Festival's budgets are extremely limited.

① Submission of this application form is not a guarantee of receiving a volunteer placement. Historically, due to the over-whelming responses to our volunteer calls, it may be unavoidable that some applicants do not receive a volunteer placement. This should not in any way dissuade you from completing the volunteer application form, as we will do our utmost to ensure that each applicant receives a placement.

① The Volunteers are a hugely important component of what makes the Festival a success year on year. Thank you for taking the time to complete this application and offer your services in support of Dublin Fringe Festival.