

DUBLIN FRINGE FESTIVAL

2017 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 on page 6.

This application form helps us to know our volunteers better. **Please ensure you read the 'Guide for Applicants' below before completing this form.** You must be 18 years or older to volunteer. The closing date for applications is **Wednesday 16th August 2017.**

Who's Line Is It Anyway: Sell It To Me Baby

What Would Be The Opening Line Of Your FRINGE Monologue: Set The Scene?

(A) Personal Details

First Name(s):

Last Name:

Home Address:

E-mail Address (please print):

Mobile Telephone:

Nationality:

Age range- Are you a...

A Beat Box Street Crew (18-24)

A One Man Band (25-30)

A Born Again Preacher (31-40)

The Dice Man (41-50)

The Town Crier (over 50)

Have you previously been a volunteer for the Dublin Fringe Festival? Yes No
(If yes, when, and in what capacity?)

(Returning volunteers should proceed directly to Section C)

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)

(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:

Are you willing to work as a translator?
(Applies only to those with fluency in a
language other than English)

Yes No

Our Festival this year will work closely with artists with disabilities - would you have the relevant skills or be interested in assisting with their shows?

Yes No

(D) Volunteer Work – Pre Festival August 21st – Sept 7th

Would you be interested in advance volunteering shifts assisting part time with programme & marketing distribution, venue get-ins or ticketing from Aug 21st onwards?

Yes No

If so, which time of day are you free?

Morning Afternoon

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

(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 21-24 as well as festival dates Sept 9 -24)

Are you interested in being Venue Volunteer Supervisor Yes No

(This is a predominately evening shift – you would be responsible for visiting a number of venues throughout the festival making sure all volunteers are accounted for on shift and that all Venue Managers & Company Managers are assisted with volunteer requirements)

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 Audi Dublin International Film Festival, Dublin Theatre Festival, St Patrick's Festival, Dublin Dance 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	10:00 – 15:00	15:00 – 19:30	17.00 - 22.00	19.00-until late
Fri 8 th (Previews)				
Sat 9 th				
Sun 10 th				
Mon 11 th				
Tues 12 th				
Wed 13 th				
Thurs 14 th				
Fri 15 th				
Sat 16 th				
Sun 17 th				
Mon 18 th				
Tue 19 th				
Wed 20 th				
Thurs 21 st				
Fri 22 nd				
Sat 23 rd				
Sun 24 th				

And Fade To Black: Leave Them Wanting More

Be It A Cacophonous Crescendo or A Quiet Anti Climax: how would you choose to end your performance: What Would Be The Last Words Uttered:

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 Wednesday 16th August 2017.

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. 2017 will see the Festival unfold across many different spaces. From traditional theatre venues like Smock Alley Theatre, The Lir and Project Arts Centre, the New Theatre to some newer, and slightly less obvious spaces such as, Fibber Magees Parnell St, Bello Bar at Portobello Harbour & Stephen's Green Shopping Centre to name but a few. 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.

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 Fringe has to offer for 2016. 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 Meeting House Square Temple Bar as well as additions in St. Michan's Park Green St and Barnardo Square Dame St

Notes for Applicants

① Further information regarding the above areas of volunteer operation can be obtained at our 'Volunteer Recruitment Day', which will take place on Saturday 19th of August. **We ask all of our new applicant volunteers, to make a special effort to attend this Volunteer Recruitment Day, 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

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 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.