

Volunteering for IDGTF 2018



What is the Dublin Gay Theatre Festival?

The IDGTF is one of the largest theatre festivals in Dublin and is the only festival of its type in the world. We are also one of Ireland's friendliest festivals and as a volunteer you will get to mingle with other volunteers, actors, crew and festival-goers from Dublin and around the world.

We host drama, comedy, musical theatre, dance and free events from around the world across six Dublin venues for two weeks.

We are now in our 15th year and have an exciting programme lined up for **May 7th to 20th 2018**.

Who are we?

The Festival is run by a committee (also volunteers!) with a range of skills and experience in theatre including:

- Seán Hegarty: Volunteer coordinator (volunteers@gaytheatre.ie), assisted by Gareth Hurley.
- Gareth Hurley: Box Office / Front of House (boxoffice@gaytheatre.ie)
- Brian Merriman: Artistic Director
- The 'tech' team (tech@gaytheatre.ie) led by Derek O'Neill and RC Bates.
- PR, Marketing, Web, Admin and more (Ivan, Conor and more)

Why be a Festival volunteer?

- A great way to make new friends & meet new people – at shows, the Festival Club, meetings and Festival events
- The festival is fun, dynamic and addictive!
- Gain valuable experience in festivals, theatre, box office, backstage & other areas
- Contribute to the gay community and cultural life of Dublin city

What exactly is involved?

Whatever your skills or interests there are many ways to contribute to the Festival. The main things we are looking for are reliability, flexibility and friendliness. Naturally an interest in festivals and theatre is also a plus!

The festival is all about diversity so we don't care if you're young, old, gay, straight, male, female, from Ireland or abroad – we warmly welcome you into the Festival!

In general there are three main areas where you can help – many volunteers get involved in more than one. If you're not sure which area is right for you – just ask our volunteer coordinator. If you have interests outside of these areas we can discuss how you can help out.

1. Front of House / Box Office:

Involves helping to run a venue, selling tickets and programmes, looking after the participating companies and audience. Most shows are in the evenings so you need to be available from about 7pm until 10 or 11pm with additional matinée shows all day Saturday and some events on the Bank Holiday Monday and Sundays.

Many volunteers help in this area – it's a great way to catch the buzz of the Festival. We normally expect our Front of House team to also help with promoting the Festival in April and May (see below). There is a rota of who is working at which venue (you will never be working alone). You **must** turn up on time (i.e. at least 50 minutes before the start of the show)! You are the public face of the Festival so we look for friendliness and reliability. Your main priority is to ensure the audience are looked after but in return you will (hopefully) get to catch a few shows.

Front of House volunteers typically needed:

- One evening a week for a 'distribution meeting' for 60-90 minutes – April to early May
- May 6 – 20th: weekdays from 6pm-11pm; Saturdays: 12:30pm-5pm, 6pm-11pm

Staffing the Main Box Office

The main Festival Box Office on O'Connell Street will be open during the day from April 30th until May 19th and *we need volunteers to help staff the box office*. This is a great opportunity to gain valuable experience dealing with the audience, running a box office and using a ticketing system (Ticketsolve).

Box office volunteers typically needed:

- From 11:45am-3:15pm Monday-Saturday between April 30th – May 19th

2. Marketing and Distribution

This is a vital task and involves helping to spread the word about the Festival between March and May, including:

- Distribution of our Festival flyers & posters across Dublin (and hopefully) beyond
- Promoting the Festival online via social media and websites OR

Front of House volunteers typically help with marketing and distribution tasks before the Festival as it's a great way to get to know the other volunteers and become familiar with the programme. Generally we meet at least one evening per week from mid-March to supply you with Festival materials to distribute, discuss our plans and share ideas.

We also have opportunities for those with specialised marketing or promotional skills:

- Marketing strategies and ways to generate publicity – online and offline
- Supporting our PR and media team – e.g. generating media interest in the Festival
- Web-design or graphic design skills
- Foreign languages... etc.
- 'Adopt a Show' – pick a particular show to promote online!

3. Technical Team

Our tech team provide technical, logistical and backstage support at our venues and to the participating productions.

- Before the Festival this involves tasks such as preparing venues, transport and sourcing props.
- During the weekends of the Festival it involves helping to set up the shows in the venues ('get ins' and 'get outs').
- During Festival shows we have tech volunteers who operate lighting and sound at specific venues (depending on the need) as well as preparing the venue between shows.
- We also have opportunities for venue managers who will have overall responsibility for specific venues

You need to be very dependable for this role as without technical support the shows cannot go on! In return this is one of the most rewarding roles in the Festival with the chance to gain valuable technical experience and form a close relationship with the companies at your assigned venues.

In general we prefer tech volunteers who have past experience of rigging, op'ing, stage management or other tech roles. However we also provide training so that you can broaden your skills in these areas.

If you're interested contact our 'tech team' coordinators Derek and RC at tech@gaytheatre.ie.

Tech team volunteers typically needed:

- The weekends before and during the Festival (starting May 5th) for 'get-ins' and 'get-outs'
- Each evening for performances (e.g. Mon-Sat 6:30pm – 11pm, Sat matinees: 12:30-5:30pm)

How much commitment do you have to give?

This partially depends on what areas you are working in (see above). You are free to give as much, or as little, time as you can to helping as a volunteer. The more you put in the more you'll get out of the experience!

Many volunteers commit to a certain minimum availability and, if later, you can help out more, that is fine – once you get into the Festival spirit it can be very addictive! We will work around your availability – we just ask that you turn up when expected.

We will work around your availability. However don't commit to days/times unless you are sure! We'll get more information from you in mid-April.

How do I find out more?

- Check out our website – www.gaytheatre.ie ('Get Involved' > 'Volunteers')
- Sign-up via our online volunteer sign-up form
- Contact Seán, the volunteer coordinator, at volunteers@gaytheatre.ie

What next?

- We will take your details and keep you updated on the next volunteers' meeting
- You can sign up and let us know what you're interested in
- Start thinking about your availability between now and May and particularly from May 1st. We'll need this from you later.

Key Dates:

- April - May 1st : Festival promotion (online + flyers)
- April 30th: Opening (free) seminar in the Teachers Club – '25 Years of Decriminalisation'
- Mid-April : Volunteer training (front of house) + rota finalised
- May 7th to 20th : Festival 2018

And remember...

- The Festival isn't all about May! April is a key 'make or break' month that determines how the Festival goes so we need your help!
- We'll provide you with training and support during and before the Festival
- We organise a volunteer rota from April so that you know when you need to be available.
- Get to know the Festival programme and where our venues are!
- Any questions? Just ask at any time. Contact Andy at volunteers@gaytheatre.ie.
- Join our group on Facebook – look for 'International Dublin Gay Theatre Festival' and Twitter: GayTheatre
- **The most important thing to remember is to have an unforgettable and fun experience!**

- ✓ Remember to sign up to our Facebook Volunteers Group (email volunteers@gaytheatre.ie)
- ✓ We will send regular emails / Facebook Volunteers group posts to keep you informed.
- ✓ Are you a member of a group / club / society? Why not encourage them to come to the Festival?
- ✓ Like our 'Dublin Gay Theatre Festival' Facebook page and please share interesting posts!
Also Twitter: @GayTheatre

Thank you for your interest in the Dublin Gay Theatre Festival. We hope you can be part of a truly unique and special festival! ☺

Seán & the team

