



Dublin Gay Theatre Festival

Winter Festival 2009 - October 23rd to 31st 2009

Seventh Festival 2010 - May 3rd to 16th 2010

Volunteer Introductory Pack

Contact Information

The Volunteers' Coordinator for 2009 is Gareth Hurley

The best way to contact me is by email: volunteers@gaytheatre.ie. If you have any questions please do send them on.

I will also send out my mobile number in case you need it. This is the best way to contact me during the Festival itself, especially in the evenings.

The 2009 Committee

The 2009/10 committee includes: Brian Merriman, Gareth Hurley, John O'Driscoll, Eoin Whelan, Francis Larrigan, Derek McCauley and Peter McLoughlin. We are always looking for new people on board, particularly if you have previous festival/events, theatre, business/marketing experience. If you want to find out more contact info@gaytheatre.ie.

What's involved

There are many ways that you can help with the Festival. It may not be obvious from the start which areas would best suit you so please give us as much information about yourself as you can so that we can find the best fit. Common areas where we always need help include:

Before the Festival – late March and throughout April / October

Marketing/distribution – distributing our Festival brochures to around Dublin and beyond (e.g. hotels, bars, theatre venues, cafés, universities, community groups etc.). This work is key to promoting the Festival and we need as much help as possible. Many 'Front of House' volunteers help out in this important area.

Press Launch/Opening Night – helping at our Press Launch where we announce the programme and our Opening Night in the Front Lounge

Technical/Logistics – sourcing or transporting props, equipment, brochures etc.

During the Festival: - May and October

Front of House – 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 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. 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 30 minutes before the start of the show)!

Production/Backstage – setting up sound/lighting, props, (sometimes) make-up, costumes, set design. The busiest times are the “get ins” on the Sundays before the start of a show and the “get outs” on the closing Saturday evenings. A great way to get involved in the productions and to gain some theatre experience. Sometimes you must be creative and really think on your feet! While previous experience can help, don't worry, we provide some training.

Liason with the Participants – helping the participating companies, e.g. getting around Dublin & directions, sourcing items/props, tips on promoting their shows, meeting them at the airport.

Other areas - including driving/transport (both people and props!), marketing (media contacts, posters etc.), web/IT skills, language skills – in particular (this year) strong German, Polish or Spanish, (very occasionally) acting or involvement in productions.

Please give details of your skills/interests on the volunteer information form – even if you're not sure how they might fit in.

Some guidelines:

- keep watching www.gaytheatre.ie for more volunteer news
- It's better to commit only to times when you know you will be free. If you find that you are more available than you first thought just let me know at any time.
- The Festival isn't just about May! March & April are often the 'make or break' months where you can really make a difference to the success of the Festival
- Volunteering is about giving as much, or as little, time as you can given other commitments you may have. Even if you are quite busy or have some restrictions there are usually ways to accommodate this. Again just let me know if you have any problems.
- The most important things we need are enthusiasm, energy and an ability to think on your feet!
- We will be providing training on Front of House and technical roles before May.
- Please become familiar with the Festival Programme, the venues and shows!
- Once the Festival Rota is written in April you should study it carefully (and regularly) and be sure to turn up when are where expected!
- Spread the word among your friends/colleagues. Add us to your Bebo (http://www.bebo.com/gay_theatre) or join our Facebook group 'International Dublin Gay Theatre Festival'

What you get in return:

- Being part of the buzz and energy around the Festival
- Meeting lots of other volunteers, committee, participants from around the world, making new friends and contacts!
- The opportunity to catch some shows (but only when a venue is under control!)
- Getting valuable volunteering and theatre experience in whatever areas interest you
- May: Exclusive access to our Gala Awards Night and Festival Closing Party to thank you for the efforts you have made. October: we'll be having a closing party for all of our volunteers to say thank you,
- May: Joining us at our nightly Festival Club (or an early night if you prefer!)

Thanks for your interest in volunteering with the Dublin Gay Theatre Festival. I can guarantee that you'll make lots of friends, see some great theatre and be part of something unique and special!

Gareth