



## 2017 Volunteer Application Form

Thank you for volunteering your time and skills for the 13th edition of Dublin Dance Festival! We are grateful for the vital support of volunteers joining the DDF team to make it all happen!

This application form helps us to know our volunteers better. **Please ensure to read the 'Guide for Applicants' (Page 4) before completing this form.** You must be 18 years or older to volunteer. The closing date for applications is by **5pm sharp, on Friday 28<sup>th</sup> of April 2017.**

### The Warm Up: 'You Dance, A Dance Class!'

If you had to update a musical, ballet or dance on film- what piece would it be and what dance genre would you update it to : \_\_\_\_\_

\_\_\_\_\_

### (A) Personal Details

First Name(s): \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

E-mail Address (please print): \_\_\_\_\_ Mobile Telephone: \_\_\_\_\_ Nationality: \_\_\_\_\_

Of the following, are you ....

- Kinky Boots
- Billy Elliot
- Matthew Bourne's Swan Lake
- (18-24)
- (25-30)
- (31-40)
- Cats
- 42<sup>nd</sup> Street
- (40-50)
- (over 50)

Which Social Networking Sites, if any, do you use? *(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)  
\_\_\_\_\_

Have you any professional Video or Photography Experience? Yes  No   
(If yes, please leave your Blog URL or Web Address below)

\_\_\_\_\_

Have you previously been a volunteer for the Dublin Dance Festival? Yes  No

And In what capacity:

*(If Yes -Please continue to Section D – filling in Section B&C where appropriate)*

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Why do you want to be involved as a volunteer with the 13<sup>th</sup> Dublin Dance Festival?

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How did you hear about volunteering for the 13<sup>th</sup> Dublin Dance Festival?

*(Please give specifics E.g. if on the Radio – which station? If in the paper, which paper?)*

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### **(B) Previous Work Experience & Skill Sets**

Have you any previous volunteering experience?  
(If yes, please provide details below)

Yes  No

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

Yes  No

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

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Please state any languages spoken and at what level:

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

Guest Packs  Post Show Q&A

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

Bicycle  Car

*(Drivers must have adequate insurance to drive in Ireland)*

### **(C) Pre Festival Work**

Are you available to help with pre festival distribution from  
March 27<sup>th</sup> – April 7<sup>th</sup>

Yes  No

Are you available to help with pre festival work during the  
weekdays of May 2<sup>nd</sup> – May 17<sup>th</sup>  
(shift may include prepping guest welcome packs & Guest AirB&B amenities)

Yes  No

If yes, to any of the above, which time of day?

Morning  Afternoon   
(11:00 – 14:00) (14:00 – 17:00)

**(D) Volunteer Work – During the Festival**

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)*

*We ask that volunteers help out with at least two 'In The Spotlight' shifts, one 'Behind the Scenes & one 'In The Stalls' shifts during the festival to help with the smooth running of the Festival Venues, Festival Administration & the demand of volunteers numbers required)*

**In The Spotlight:**

- Venue FOH [Ushering, Post Show Assistance, Audience Surveys, Show Programmes]
- Hospitality [Assisting with Receptions]
- Artist Liaison [ airport meet & greets, chaperoning artists to venues/rehearsal studios]

**Behind the Scenes:**

- Brochure and Flyer Distribution (see Section C – pre festival dates)
- Box Office [ Collating, Batching and Delivering Tickets to Various Venues]
- Office Administration [assisting with show programmes, rostering –see Section C]

**In The Stalls:**

- Outdoor Events [Stewarding/ General Crowd Control, Audience, Artist Point of Contact]
- Event Photography or Social Media Correspondents [Press Calls, Receptions, Outdoor Events]

*(While the Dublin Dance Festival will make every attempt to match volunteers with their favoured departments, we cannot guarantee that requests will be honoured)*

Are you interested in being a festival runner? Yes  No

*(Runners should have a good geographical knowledge of Dublin and be available during the daytime. This may also involve a lot of 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 Fringe, Dublin Theatre Festival,

St. Patricks Festival, Audi Dublin International Film Festival, Dublin Book Festival? Yes  No

**(E) Availability**

Are you interested in working as a full time volunteer? Yes  No

*(Full time means a minimum of 1 shift per day for each day of the festival period)*

The 13<sup>th</sup> Dublin Dance Festival is seeking **a minimum commitment of 4 volunteering shifts.**

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

Date/Time	09:00 – 13:00	13:00 – 17:30	17:00 – 22:00	18:00 – Late
Thurs May 18 <sup>th</sup>				
Fri May 19 <sup>th</sup>				
Sat May 20 <sup>th</sup>				
Sun May 21 <sup>st</sup>				
Mon May 22 <sup>nd</sup>				
Tues May 23 <sup>rd</sup>				
Wednes May 24 <sup>th</sup>				
Thurs May 25 <sup>th</sup>				
Fri May 26 <sup>th</sup>				
Sat May 27 <sup>th</sup>				
Sun May 28 <sup>th</sup>				

## The Encore: 'Give Good Face!'

You're at Family Wedding – what song is your guilty pleasure to embarrass yourself on the dance floor to?

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### Return to:

Volunteers Department, Dublin Dance Festival  
Festival House  
12 East Essex Street  
Temple Bar Dublin 2.

E-mail: [volunteer@dublindancefestival.ie](mailto:volunteer@dublindancefestival.ie)  
Closing Date is Friday April 28th, 5pm **sharp.**

## Guide For Applicants

① Further information regarding the above areas of volunteer operation can be obtained at our 'Volunteer Recruitment Morning, which will take place midmorning of ***Saturday April 29<sup>th</sup>***, ***at 12midday and 1pm respectively.*** **We ask all our new applicants to make a special effort to attend one of these Volunteer Recruitment Session, as it is important for us to meet you and understand what we can do to deliver a fulfilling volunteering experience to you – this session will take no longer than 45 minutes of your time.** Notification regarding the details of this Volunteer Recruitment Day will be sent via e-mail on receipt of your completed application.

① All initial correspondence with volunteers is done via e-mail. Please ensure **[volunteer@dublindancefestival.ie](mailto:volunteer@dublindancefestival.ie)** is added to your email contacts folder so our correspondence does not get quarantined as Spam.

① It is a policy of the festival that each applicant is available for a minimum of **four** volunteering periods. Of these periods we ask that volunteers take at least one 'Behind The Scenes' and 'In The Stalls' shifts to help with demand.

① Our Volunteer Policy is in strict accordance with that of Volunteer Ireland's Manifesto as to what volunteers can expect and what is expected from them during their shifts at Irelands leading contemporary dance event. Those volunteering at Family Events will be asked to comply with the Festivals Child Protection Policy.

① Please be aware that the Festival cannot provide any living, travel or accommodation expenses to volunteers. Dublin Dance Festival is a not-for-profit organisation, and our 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.