



GALWAY THEATRE FESTIVAL

INTERN OPEN CALL 2023

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Internship FAQs

Who are we?

Taking place from the **28th April - 06th May 2023**, Galway Theatre Festival features 9 days of exciting theatre, circus, spectacle, and storytelling, showcasing the vibrant performance culture of Ireland's festival city. Galway Theatre Festival draws on Galway's unique theatrical heritage. The Festival provides a platform for national artists and artists based in the West of Ireland, bringing together a high-quality programme that showcases the best and newest talents in theatre, spectacle, circus, storytelling and immersive performance.

How long are Internships?

Depending on the position, internships with Galway Theatre Festival generally last from the end-March to mid-May on a part-time basis.

In the run up to the Festival, Interns will attend team meetings and complete assigned tasks in their own time. The festival itself will be busy, so Interns will ideally be available for the **full duration of the festival (28th April - 6th May)**. All Interns will attend a once off debriefing/team feedback meeting after the festival (late May). Internships are currently unpaid.

What are the perks of Interning with Galway Theatre Festival?

- An opportunity to develop and implement innovative ideas within the context of a professional Festival.
- Insight into the behind the scenes of Galway Theatre Festival.
- An opportunity to immerse yourself in the vibrant arts culture in Galway.
- Free Entry to GTF shows (subject to availability).
- Free Galway Theatre Festival T-Shirt.
- Opportunity to meet GTF Artists, Producers and Directors.
- Festival Closing Party! Join us for a great evening out!
- College Work Experience Credit (subject to agreement with college)

HOW TO APPLY

Email gtfvolunteers@gmail.com listing your internship preferences. Please include a copy of your CV, and a short cover letter/statement outlining your interest in interning with us.

Interviews will take place in late March.

Deadline for applications **Wednesday 29th March 2023**

Internship Opportunities

Below are the key Internships we are looking to fill. However, if you have an idea you want to bring to the festival, just let us know and we can figure out how best to work together.

1. Festival Assistant/ Artist Liason
2. Volunteer Coordinator
3. Marketing Assistant
4. Digital Marketing Assistant
5. Accessibility Officer

1. Festival Assistant/ Artist Liason

Our *Festival Assistant/ Artist Liason* will assist the Creative Director & General Manager with a variety of tasks in the lead-up-to and during the Festival. They will also act as the key point of contact between visiting companies and the GTF Team throughout the Festival.

GTF's *Festival Assistant/ Artist Liaison* will gain insight into the inner workings of the festival (working closely with our core Festival Team), and will be the first point of contact for any artist queries during the festival. They will be exposed to a range of diverse and innovative professionals working in the field. In addition to liaising with GTF's artists, they will assist the Festival Team with daily office tasks including poster preparation, responding to audience quieres and emails relating to the festival.

What you can expect:

- Acting as the contact point for artist queries during the festival.
- Assisting in daily office tasks
- Preparation of posters
- Responding to audience queries
- Processing audience feedbacks & questionnaires
- To work closely in conjunction with the Festival Team.
- To communicate with local venues, pubs, cafes and performers
- To problem solve, troubleshoot and think on your feet.

Duration: Mid-March- May.

Beneficial experience may include any of the following:

- Prior Liaison experience (within a festival, arts or event organization)
- Experience in event management.
- Experience working in a small team to tight deadlines.
- Working in a self-led and self-directed capacity.
- Administration experience (good e-mail & computer skills)

2. Volunteer Coordinator

Do you like working with people? We hope so! GTF is seeking a friendly, outgoing and organized individual to act as GTF's 2022 Volunteer Coordinator. Working with over 30+ volunteers, this individual will be responsible for assisting in the management and scheduling of volunteers, and ensuring volunteer's needs are met (through training and through organizing a series of fun events to thank our volunteers for their work).

Duration: End of March- May.

What you can expect:

- To lead in the management and scheduling of volunteers.
- To work closely with the Festival Team & GTF volunteers.
- To help with volunteer recruitment and training.
- To liaise with volunteers and Venue Managers.
- To problem solve, troubleshoot and think on your feet.
- To assist in the management and scheduling of volunteers.
- To organize fun events as thank yous for our volunteers

Beneficial experience may include any of the following:

- Working with and organizing large groups of people.
- Event management experience.
- Creating schedules and maintaining accurate paperwork.
- A friendly, outgoing personality.
- Experience communicating efficiently and effectively with teams.
- Previous volunteering experience (and ideas of how it could be even better!).

3. Marketing Assistant

Marketing Assistant

GTF's Marketing Assistant helps engage audiences throughout the Festival. They spend both the run up to the Festival and Festival season finding creative ways to advertise productions and managing press releases. Other duties include; managing relationships with journalists, organizing interviews, publicizing the Festival's Programme Launch & Opening invitations and liaising with our Digital Marketing Team.

Duration: End of March- Middle of May.

What you can expect:

- To find creative new ways to promote shows as part of Galway Theatre Festival.
- To seek out and engage directly with new audiences.
- Writing and sending press releases
- Contacting media outlets and organizing interviews.
- Managing relationships with journalists, photographers, etc.
- Helping to look after the mailing list, newsletters, etc.
- Focusing on market segmentation and target audience
- Publicizing Programme Launch & Festival Opening invitation
- Assisting to update the Festival website and social media accounts as necessary.
- Poster distribution.

Beneficial experience may include any of the following:

- Marketing and promoting live entertainment.
- Engaging with media outlets and journalists
- Creativity and passion for theatre and performance
- Enthusiasm when working in both collaborative and independent settings.
- Ability to work to a schedule

4. Digital Marketing Assistant

Digital Marketing Assistant

Our Digital Marketing Assistant works closely with PR & Marketing Manager to increase the Festival's online reach. Like our Marketing Assistant, our DMA spends Festival season finding creative ways to advertise productions and creating social media content (photographs, videos etc.). Ideally applicants should have a grasp of current marketing tools and strategies.

Duration: End of March - Middle of May.

What you can expect:

- Assisting in the roll-out of posts according to a social media calendar
- To capture photography and video content for social media
- Creating editorial, photographic or video content.
- Working with sponsorship team to ensure sponsors' visibility
- Assisting to update the Festival website and social media accounts as necessary.
- Assisting in the roll-out of posts according to a social media calendar
- To seek out and engage directly with new audiences.

Beneficial experience may include any of the following:

- Marketing and promoting live entertainment.
- Managing social media platforms
- Creativity and passion for theatre and performance
- Enthusiasm when working in both collaborative and independent settings.
- Ability to work to a schedule
- Interest and background in media relations
- Being familiar with WordPress an advantage

5. Accessibility Officer

GTF's Accessibility Officer leads the planning of increased accessibility for all Festival events, workshops and performances. They ensure spaces are made accessible for those who need it, and attend to overlooked barriers to accessibility. An Accessibility Officer will make sure volunteers and audience members can enter and exit venues with ease, and offer suggestions for how venues overall can be made more access friendly. GTF are passionate about increasing festival accessibility and are interested to hear any additional ideas candidates may have (i.e. Accessible Performances, Developing Outreach etc.)

Duration: End of March - Middle of May.

What you can expect:

- To work closely with our Volunteer Coordinator to remove barriers to access for volunteers
- To seek out and engage directly with new audiences.
- Ensure staff and volunteers are briefed to understand any adjustments they might need to make for audience members.
- Ensure any audience members with access needs are able to book appropriate seats smoothly.
- To suggest additional improvements the Festival might make to increase accessibility
- To develop the Festival's current Policies on accessibility

Beneficial experience may include any of the following:

- Experience working with access users
- Excellent organizational skills
- Cultural sensitivity
- Good verbal and written communication skills
- Good project management skills
- Commitment to promoting equality, diversity and inclusion
- Customer service skills

6. Production Assistant

GTF's *Production Assistant* will work closely with GTF's Production Manager to oversee the technical and logistical production aspects of this year's festival. We are looking for a practical and motivated individual who values both self-directed learning and collaboration. Previous experience in theatre production is highly desired.

Duration: End of March - Middle of May.

What you can expect:

- To learn about production practice at a professional level.
- To work closely with GTF's Production Manager and technicians.
- To work efficiently and effectively within tight deadlines.
- To problem solve and think on your feet.

Beneficial experience may include any of the following:

- Prior production experience.
- Understanding of the principles of technical theatre.
- Knowledge of current stage and backstage theatre practices.
- Experience leading self-directed projects and working to deadlines.
- Experience working as part of a close-knit team.

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Deadline for applications **Wednesday 29th March 2023**