

**THE JAMESON
DUBLIN INTERNATIONAL
FILM FESTIVAL**

2010 Volunteer Application Form

The Jameson Dublin International Film Festival depends on the dedication and generosity of volunteers supporting our event. We are grateful for the considerable contributions made by our many volunteers, without whom, the Festival could not happen.

This application form helps us to know our volunteers better. **Please ensure to 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 20th January 2010.

(A) Personal Details

Last Name: _____ First Name(s): _____

Home Address: _____

E-mail Address (please print): _____

Mobile Telephone: _____ Home Telephone: _____

Age range: 18-24 25-30 31-40 41-50 over 50

Nationality: _____

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

(Returning volunteers should proceed directly to Section D)

Why do you wish to be involved as a volunteer with the 8th Jameson Dublin International Film Festival?

How did you hear about volunteering for the 8th Jameson Dublin International Film Festival?
(Please give specifics 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? Yes No
(If yes, please provide details below)

Do you have any experience with audio-visual equipment (specifically sound PA systems)? Yes No
(If yes, please provide details below)

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

(C) Other Skills

Please state any languages spoken and at what level:

Are you willing to work as a translator? Yes No
(Applies only to those with fluency in a language other than English)

Are you computer literate? Yes No

Do you have a full clean driving licence? Yes No

Do you have any other skills that you feel may be relevant?

(D) Volunteer Work – Pre Festival

Are you interested in Event Hospitality work at the 2010 Festival Launch on the 28th January? Yes No

Are you available during weekdays before February 18th 2010? Yes No

If so, which time of day? Morning Afternoon Evening

(E) 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. Please refer to the 'Guide for Applicants' below before you make your selection)

Venues Event Hospitality Office Administration & Production
Transport Ticketing Office

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

Are you willing to be a runner? Yes No
(Runners should have a good geographical knowledge of Dublin and be available during the daytime)

Are you willing to lift heavy objects? Yes No
(Over 23kgs/50 lbs)

What T-Shirt size are you? Small Medium Large X-Large

(F) Availability

Are you willing to work 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 8th Jameson Dublin International Film Festival is seeking a minimum commitment of 5 volunteering shifts.

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

Date/Time	10.00-14.00	14.00-18.30	18.30-23.00
Thur 18 th			
Fri 19 th			
Sat 20 th			
Sun 21 st			
Mon 22 nd			
Tue 23 rd			
Wed 24 th			
Thur 25 th			
Fri 26 th			
Sat 28 th			
Sun 28 th			

Return to:

Volunteers Department, Dublin International Film Festival, 50 Upper Mount St,
Dublin 2. Tel: (+353 1) 662 4260/Fax: (+353 1) 662 4791
E-mail: volunteers@jdifff.com

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.

Venues

Volunteering in one of our venues puts you very much at the forefront of the Festival experience. Our principal venues are; CineWorld cinema (Parnell St), Savoy cinema (O'Connell St), Screen cinema (D'Olier St), the Irish Film Institute (Eustace St), Movies @ Dundrum (Dundrum) & The Lighthouse Cinema (Smithfield). These cinemas are the hub of Festival activity and host the majority of the Festival screening schedule. As many of our volunteers are film aficionados themselves, you get the opportunity to participate in and contribute to the dynamic atmosphere of an international film festival.

Volunteering activities in our venues include; box office (ticket collections), ushering and general venue operations (crowd liaising & information point of contact). Through a co-ordination of these elements our venue staffs ensure the smooth running of the Festival schedule.

As a rule, volunteering in our venues is split into afternoon and evening periods.

Event Hospitality

Our Event Hospitality area is definitely one for the night owls as volunteers will primarily be involved as hosts at our gala events. These include; Festival Launch, Opening Night party and Midweek Gala party.

Working in close association with our main sponsor, Jameson Irish Whiskey (in promoting their partnership with the Dublin International Film Festival through merchandising of the Jameson product range), being an Event Hospitality Volunteer is a great way to experience the buzz of the Festival.

In the main, Event Hospitality Volunteers would be required to work in the evening and late at night.

Office Administration & Production

In these areas volunteers have the opportunity to participate in the daily workings of a major film festival and will get a taste of each of our departments; administration, production, publicity, hospitality & print management.

Ideal for those seeking experience in arts management, volunteers will be based in our Festival and Production offices in Dublin city centre.

Administration volunteering periods are either in the morning or afternoon.

Transport

Drivers will work alongside our Production & Hospitality Managers both in transporting Festival materials & staff between our various venues and facilitating the transport of our

Festival guests to their respective destinations. The majority of our transportation requirement will be in Dublin city centre. A good knowledge of the city centre is preferred but not essential.

For insurance purposes, our drivers must be 30 or older, possess a full Irish driving licence and be able to provide at least one reference if required. Cars will be provided at all times by the Festival.

Transport volunteering periods can be either morning, afternoon or evening.

Ticketing Office

The Ticketing office is one of the key hubs of festival activity, and an excellent opportunity for volunteers to witness the inner workings of an event of this scale. Duties here will include liaising between the main box office and festival venues, being a point of contact for general public and working alongside the full time box office team.

Ticketing office shifts are primarily morning and afternoon shifts.

Notes for Applicants

Further information regarding the above areas of volunteer operation can be obtained at our 'Volunteer Recruitment Day' which will take place in mid January. We ask all our 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 of this Volunteer Recruitment Day will be sent via e-mail in January.

All initial correspondence with volunteers is done via e-mail. Please ensure that all e-mails from **volunteers@jdifff.com** are unblocked on your e-mail server.

It is a policy of the festival that each applicant is available for a minimum of five volunteering periods.

Daily volunteering periods can be described generally as follows:

Morning	10.00 – 14.00
Afternoon	14.00 – 18.30
Evening	18.30 – 23.00

However Venues shifts must accommodate the screening schedule so they may differ from above times.

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.

It is a strict policy of the Jameson Dublin International Film Festival not to share any information contained on the Volunteer Application Forms with any third parties.

Please be aware that the Festival cannot provide any living, travel or accommodation expenses to volunteers. Jameson Dublin International Film Festival is a not-for-profit organisation, and our budgets are extremely limited.

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.