

# GTF INTERNS OPEN CALL 2018

## Become a Galway Theatre Festival intern!

*An unmissable opportunity to be part of the vibrant creativity that makes Galway the cultural capital of the West!*

Deadline for applications Mon 19th Feb 2018.

## Galway Theatre Festival 4-12th May 2018

Galway Theatre Festival features 9 days of exciting theatre, circus, spectacle, and storytelling, showcasing the vibrant performance culture of Ireland's festival city. The goal of Galway Theatre Festival is to bring a fresh and lively programme of performance to the streets and venues of Galway, evoking a raw energy and adventurous spirit in our audiences. Now in its 10th year, Galway Theatre Festival draws on Galway's unique theatrical heritage, and is one of Ireland's only festivals dedicated to theatre and performance. 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.

## Internship Time Commitment

In the run up to the festival Interns will be expected to attend **weekly team meetings** and complete relevant tasks in their own time. The festival itself will be busy so interns will ideally need to be available for the **full duration of the festival (4th - 12th May)**. All staff and interns will also be expected to attend a once off debriefing/team feedback meeting after the festival (late May).

## HOW TO APPLY

Email [galwaytheatrefestival@gmail.com](mailto:galwaytheatrefestival@gmail.com) with a copy of your CV, and a short cover letter/statement outlining which position you are interested in.



## Intern Rewards

Check out GTF intern rewards (this is the fun part!), and then read on for an outline of our amazing internship opportunities!

All Galway Theatre Festival internships are **unpaid**, however there are many great benefits to interning with us. Interning with Galway Theatre Festival is a great opportunity to be a part of the vibrant arts culture in Galway, gain college work experience credit, and to enhance any professional CV. GTF Interns also get to...

### Enjoy great theatre

- Free Entry to shows - 5 mins before doors close on a show if there are still seats available and you are not needed elsewhere interns will be able to gain access for FREE. Certain shows with limited capacity are exempt. Please note that unfortunately if a show sells out ALL GTF staff including volunteers will be obliged to give up their seat for a paying audience member.

### Receive exclusive GTF merchandise

- Free Badges - Interns will receive an exclusive Galway Theatre Festival Badge- These are not for sale!
- Posters - Interns will receive a GTF 2018 poster or show posters of their choice.
- Your own GTF Lanyard - because everyone loves a good lanyard.

### Meet great people

- Interns will have the chance to meet GTF Artists, Producers and Directors.
- Festival Club - The GTF Festival Club will be on every night during the festival across different venues. This is a great opportunity for GTF staff, interns and volunteers to get to know each other and meet the artists and performers as they un-wind after a busy day.
- Festival Closing Party! Join us for a great evening out :)



# INTERNSHIP OPPORTUNITIES

## Volunteer Coordinator Intern

Assisting to oversee 30+ volunteers, working in close relation with the Volunteer Coordinator & Festival Manager.

- Assisting Volunteer Coordinator in managing & scheduling volunteers
- Helping with volunteer recruitment & training
- Liaising with volunteers & Venue Managers
- Monitoring volunteers' rota during the festival

Intern Criteria:

- Good e-mail & computer skills
- Able to work to a schedule
- Excellent organisational skills.
- Must own a laptop
- Great team worker
- Friendly outgoing personality

## PR Intern

Assisting the PR and Marketing Manager with media relations.

- Writing and sending press releases
- Contacting media outlets
- Organising interviews
- Creating engaging social media content
- Managing relationships with journalists, photographers, etc.

Intern Criteria:

- Must have excellent writing skills
- Good e-mail & computer skills
- Able to work to a schedule (i.e. get press releases written and sent in good time)
- Good organisational skills.
- Must own a laptop
- Interest and background in media relations

## Marketing Intern (Audiences)

Assists the Festival Manager and Assistant Manager with audience relations.

- Helping to look after the mailing list, newsletters, etc.
- Focusing on market segmentation and target audience
- Publicizing Programme Launch & Festival Opening invitation
- Liaising with PR, Digital Marketing and Sponsorship teams re. content marketing, 'activation' of audiences, prizes, etc.

Intern Criteria:

- Ability to create engaging press releases and content
- Professional written and verbal communication skills
- Great team worker
- Strong written and verbal communication skills
- Knowledge of local area, clubs and societies a plus

## Festival Relationship Intern (Sponsors & Funders)

Assists the Sponsorship & Fundraising Manager, and the Festival Manager with sponsor and funder relations.

- Talking to councillors, influencers, etc.
- Helping manage relationships with sponsors, funders and partners
- Helping organise tickets and other sponsorship package elements
- Identifying potential new sponsors and funding relationships

Intern Criteria:

- Ability to create engaging press releases and content
- Professional written and verbal communication skills
- Great team worker
- Friendly outgoing personality
- Strong written and verbal communication skills
- Knowledge of local area and businesses a plus
- Interest and background in Theatre/Arts/Business a plus

## Design Intern

Assists the Festival Designer and Festival Manager to design additional marketing and sponsorship material.

This will involve:

- Utilising the Festival style sheet and design elements to create designs as needed - e.g. e-invite, social media image, day-by-day guides, etc.

Intern Criteria:

- Must have ability to use design programmes such as Photoshop, and online design tools, e.g. Canva.
- Must own a laptop
- Must be able to work to a tight schedule, to create design elements at short notice
- Creative background an advantage
- Being familiar with WordPress an advantage

## Social Media and Web Intern

Assisting the PR and Marketing Manager (LORG Media) to increase the Festival's online reach.

- Assisting in the roll-out of posts according to a social media calendar
- Gathering and creating content
- Working with sponsorship team to ensure sponsors' visibility
- Assisting to update the Festival website as necessary; etc.

Intern Criteria:

- Must have excellent writing skills
- Good e-mail & computer skills
- Able to work to a schedule (i.e. get press releases written and sent in good time)
- Good organisational skills.
- Must own a laptop
- Interest and background in media relations
- Being familiar with WordPress an advantage

## Management and Admin Intern

Assists the Festival Manager and Assistant Manager in the overall co-ordination of the Festival office.

This will involve:

- Assisting in daily office tasks, e.g. ticket collection rota
- Preparation of floats
- Preparation of posters
- Responding to artist and audience queries
- Processing audience feedbacks & questionnaires
- Selling merchandising

Intern Criteria:

- Must have excellent organisation skills
- Good e-mail & computer skills
- Able to work to a schedule
- Great team worker

## Finance Intern

The Finance Intern will assist the Festival Manager with the festival's finances and cash flow. This will involve:

- Preparing budgets
- Preparing floats for festival venues
- Counting ticket sales and income
- Managing petty cash
- Submitting financial reports/updates

Intern Criteria:

- Must have excellent numerical and analytical skills
- Experienced in cash handling
- Highly organised
- Attention to detail
- Good team worker
- Strong experience with Microsoft Excel
- Qualification in Finance, Business, Accountancy, Mathematics or other relevant discipline an advantage.

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