

# GTF INTERN OPEN CALL 2020

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

## Galway Theatre Festival 1-9th May 2020

Galway Theatre Festival features 9 days of exciting theatre, circus, spectacle, and storytelling, showcasing the vibrant performance culture of Ireland's festival city. Now in its 12th year, 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.

### Internship Time Commitment

Galway Theatre Festival is run by a small team and can only offer part-time internships, with a large majority of the work done remotely. Depending on the position, internships last from end-March to Mid-May on a part-time basis.

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 (1st - 9th May)**. All staff and interns will also be expected to attend a once off debriefing/team feedback meeting after the festival (late May).

### 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 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
- Posters - Interns will receive a GTF 2020 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, Volunteers, 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

*Below are the key intern roles we are looking to fill - if you have other interests or skills, let us know and we can look at creating a different intern role, just for you!*

### PR & Marketing Intern

Assisting the Festival Director with media and audience relations.

#### PR

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

#### Marketing

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

#### Intern Criteria:

- Must have excellent writing skills
- Good e-mail & computer skills
- Ability to create engaging press releases and content
- Professional written and verbal communication skills
- Able to work to a schedule (i.e. get press releases written and sent in good time)
- Good organisational skills.
- Great team worker
- Must own a laptop
- Interest and background in media relations
- Knowledge of local area, clubs and societies a plus

### Social Media and Web Intern

Assisting the PR and Marketing Manager 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 and social media accounts as necessary.

#### Intern Criteria:

- Must have excellent writing skills

- Good e-mail & computer skills
- Able to work to a schedule
- Good organisational skills.
- Must own a laptop
- Interest and background in media relations
- Being familiar with WordPress an advantage

### 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 essential
- 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.
- Being familiar with QuickBooks an advantage

### Volunteer Coordinator Intern

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

- 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

### Artist Liaison and Admin Intern

Assists the Festival Manager and Assistant Manager in the overall co-ordination of the Festival office, and act as Artist Liaison during the festival. This will involve:

- Acting as the contact point for artist queries during the festival

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

Intern Criteria:

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

**HOW TO APPLY**

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

Interviews will take place in March.

Deadline for applications **Monday 16th March 2020**