

2010 FESTIVAL VOLUNTEER APPLICATION FORM

Thank you for your willingness to volunteer for the Rose of Tralee International Festival, which celebrates 51 years in 2010. Volunteers are the life-blood of the Rose of Tralee International Festival and we are always looking to increase volunteer numbers as the Festival continues to grow and thrive.

In order to consider your potential involvement you need to complete this Volunteer Application Form in **Block print and sign it**. Completed forms must be returned by post, delivered or emailed to the **Volunteer Coordinator, Rose of Tralee International Festival, Ashe Memorial Hall, Denny St, Tralee** or to admin@roseoftralee.ie or call 066 7121322.

Please ensure to read the 'Guide for Applicants' overleaf before completing this form. All information supplied by you will be securely stored and will only be shared with individuals who need to see it as part of their duties.

A - Personal Details

First name(s): _____ Last name: _____

Address: _____

Telephone number: _____ Mobile number: _____ Email: _____

Age Range: *(Please circle)* 16-18 25-30 31-40 41-50 over 50

Nationality: _____

B - Previous Work Experience

Please provide a brief summary of your recent employment OR Volunteering experience (either previously with our Festival or with another organisation).

Please give details of how your skills, experience, interests, hobbies qualify you to volunteer with The Rose of Tralee International Festival.

C - Volunteer Work

In which of the following areas would you like to volunteer? *(Please circle - If you are happy to work in more than one area please write alongside circle in order of preference starting with number 1 for your favourite area. Please refer to the 'Guide for Applicants' overleaf before you make your selection)*

Street Stewards

Park Stewards

Dome Stewards

Parade Stewards

Production Assistant

Security Staff

(The Festival will make every effort to match volunteers with their choice(s) of departments but cannot guarantee the request)

Are you willing to be a runner? Yes No
(Entails running errands for coordinators, carrying messages or items from Point A to Point B; multi-tasking skills and a knowledge of Tralee would be helpful)

Are you willing to lift heavy objects? Yes No

What T-Shirt / Fleece / Bib size are you? *(Please circle NOTE: Your role may or may not require a uniform to be provided to you)*

Small Medium Large X-Large

D - Availability

Are you willing to work as a full time volunteer? *(Please circle)* Yes No

NOTE: Full time means a minimum of 8 shifts for the Festival period

The Rose of Tralee International Festival is seeking a minimum commitment of 4 volunteering shifts. For the Town/Street events, one of these shifts must include either 6.30pm-10.30pm on Saturday 21st, 11.30am - 3.30pm Sunday 22nd or 10pm-2am on Tuesday 24th August (highlighted in blue).

Please complete the following availability timetable; indicating by a tick (✓) days and times you are available (Note: The following times are guidelines only, you will be given a specific schedule with exact times once a specific role has been allocated to you)

Day Schedule	Mornings	Afternoons	Evenings	Nights	Late Nights
Date/Time	11.30am - 3.30pm	3pm - 7pm	6.30pm - 10.30pm	10pm - 2am	1.30am - 4am
Festival Set-up	Festival Set-up	Festival Set-up	Festival Set-up	Festival Set-up	Festival Set-up
Thur 19 th			<i>Not Required</i>	<i>Not Required</i>	<i>Not Required</i>
Festival Work	Festival Week	Festival Week	Festival Week	Festival Week	Festival Week
Fri 20 th					
Sat 21 st					<i>Not Required</i>
Sun 22 nd					
Mon 23 rd					
Tue 24 th					<i>Not Required</i>

D - Certification

Have you any disability or physical, sensory, intellectual and/or mental health difficulties or other health conditions that could affect your volunteering? _____

Do you require to be accommodated in any particular way because of this? _____

Do you have any criminal convictions, a criminal record or cautions? (Yes/ No)_____

If yes please give details: _____

- I certify that the information given is true to the best of my knowledge. I understand that deliberate misrepresentation; inappropriate behaviour or false information may result in an offer of a placement being withdrawn.
- I agree to cooperate with The Rose of Tralee International Festival screening checks, including Garda Vetting, if so required before and/or during my placement with The Rose of Tralee International Festival.
- I agree to respect and act in accordance with The Rose of Tralee International Festival Volunteering Policy, the organisation’s policies and procedures.
- I confirm that nothing within my personal or professional background makes me unsuitable as a volunteer within a family based volunteer opportunity engaged in caring for and working with children.

Signature_____

Date _____

Return to:

Volunteer Coordinator, The Rose of Tralee International Festival, Denny Street, Tralee, Co. Kerry, Ireland
Tel: 066 7121322 or email admin@roseoftralee.ie

BENEFITS OF VOLUNTEERING

Volunteering for this unique Festival means experiencing at first hand the enjoyment and excitement that the International Rose of Tralee Festival brings to Tralee. Benefits for working at as a Volunteer at our Street Festival events includes:

- **Certified Training:** Which is specific to the Festival Health & Safety issues.
- **Event Uniform:** Fleece for full-time volunteers, T-Shirt for all other Volunteers except Parade Stewards who are just required to wear black and will be provided with a Festival day-glow Bib. Fleece's and T-Shirts are provided for the volunteer to keep, however Bibs must be returned.
- **Food Court:** Vouchers will be provided per shift by your Area Supervisor, which in turn will entitle you to complementary Tea, Coffee, Juice, Water, Sandwiches and Snacks.
- **'Volunteer of the Festival' Award:** Nominated by their Area Supervisor, the overall winner of the Volunteer of the Festival award will receive a complimentary evening out for two in Tralee courtesy of Tralee Vintners & Traders.
- **Volunteer Festival Club:** For the night owls. Free access to Bar 2 of The Abbey Inn throughout Festival week AND Free access to specific events at the Rose Dome (events to be advised).
- **'Wrap-it-up Party':** Friday August 27th from 7pm - 10pm all Volunteers are invited along to celebrate the end of the 2010 International Rose of Tralee Festival with music, food and drinks in Bar 2 of 'The Abbey Inn'.

GUIDE FOR APPLICANTS

The following is a brief description of the main areas of volunteering. By reading this you will be able to make a more informed choice of the area in which you would like to work in therefore increasing your enjoyment of the Festival and the benefits of your volunteering experience.

Please read the 'Notes for Applicants' below.

Street Stewards *Positions: 20 (Low 4 / Peak 20) Periods : 'Evenings' & 'Nights' Fri - Tue plus 'Morning' on Sunday*

Possibly the largest area in which volunteers are required and possibly the most rewarding. This position is divided into two areas, namely;

1. **Street Closures:** The coordination of closing down the main streets in County Kerry's capital town in August is not an easy task while maintaining a free-flow of traffic around the closures. Street closures occur over the five days and takes individuals with cool heads and strong communication skills.
2. **Stage Enclosure:** In relation to fixed or mobile stages the key elements would be;
 - Not to allow any individuals inside the barrier enclosure without proper accreditation
 - Constantly being vigilant of crowd control, especially in front of the stage
 - Assist, when possible, with the performer set-up and take-down of equipment

Mobile stages – The clearance of parked car in the area that would cause obstruction for the set-up of the stage, the Health & Safety aspect of the set-up and takedown of the stage, ensuring the stage area is fully enclosed with safety barriers once the stage is in place.

In the main, Street Controllers have possibly the most difficult, yet most rewarding jobs during the Festival. These individuals are the 'Face' of the Festival and are on the front-line for any queries, directions etc. needed by the general public, so knowledge of Tralee and where all events are taking place during the Festival would be desirable but not necessary.

Park Stewards *Positions: 12 (Low 4 / Peak 12) Periods: 'Morning' & 'Afternoon' Fri, Sat & Sun & 'Afternoon' only on Monday & Tuesday*

In this area volunteers will be assisting with the smooth running of all family events in the two parks off Denny Street, namely, Pearse Park and the Town Park.

In the main, volunteers will be ensuring the safety of the crowds entering both parks for events and ensuring the safety of the artists and groups who will be performing in the area. Volunteers will be rotated between the various events taking place throughout the week.

Dome Stewards *Positions: 10 (Low 2 / Peak 8) Periods : Mornings, afternoons and late nights*

Volunteers will be involved in the heart of the Festival's operations. However this placement is ideally suited for night owls who like working into the early morning. With the amount of events being held by various companies within the Dome site, a group of dedicated volunteers work to set-up and break-down elements within the Dome for events throughout the festival.

The Festival is seeking those individuals who can commit to the late hours for as much of the week as possible and who are trustworthy, can work in a team environment and take direction. Please note that work in the Dome is physical/manual and involves changing the venue from a seated environment to a non-seated one in the shortest time possible.

Parade Stewards *Positions: 20 Periods: Sat. 21st (8pm – 10pm), Sun. 22nd (1.30pm – 3.30pm) & Tue 24th (11pm – 12.30am)*

An integral part of the success of the Festival. Parade stewards are only required for two periods throughout the Festival. However, these two periods are the busiest times throughout the week. Volunteers will meet on-site and each will be given a specific Safety task to ensure the smooth running of the parades through the streets of Tralee.

Volunteers will be ensuring the safety of the crowds gathered along the parade route to view the floats etc. Volunteers will be required to walk alongside their parade unit assigned to them. We will be seeking individuals who are vigilant, alert and take pride in their job.

Production Assistants Positions: 6 (Low 2 / Peak 4) Periods : 'Afternoon' 'Evening' & 'Night' Fri - Tue

In these areas volunteers have the opportunity to participate in the daily workings of a major festival and will get a taste of all production elements such as sound, lighting, stage management etc. This area would be ideal for those seeking experience in arts management.

Any previous production work would be suitable but not a requirement. This position would be suitable for music production students, musicians seeking experience on live Festival Sound, Lighting and on Stage production set-up and breakdown. This position entails a certain amount of heavy lifting.

Security Staff Positions: 8 (Low 4 / Peak 8) Periods: 'Night' Friday - Tuesday

An ideal opportunity for individuals who may recently have received their security accreditation but cannot find work without prior work experience. The experience gained along with the possibility of a reference will greatly enhance the chances of securing future paid work with their qualification.

Volunteers will be involved in controlling security issues at events throughout the festival including control of all entry and exit points, drinks barriers, front of stage and sterile areas along with general crowd control and behaviour.

NOTE: Where appropriate an offer of a reference may be made to volunteers after the Festival has ended.

Notes to Applicants

1. **Volunteer Recruitment Evening** - Further information in regards to the above areas of volunteer operation along with all information about this year festival can be obtained at our recruitment evening, which will take place on Tuesday August 3rd 2010 at 7pm in the Carlton Hotel Tralee. Volunteer Area Supervisors will be available on the night to further discuss the specific areas of volunteering.

2. **Health & Safety Training Day** - Training and information day coordinated by the Civil Defence, Kerry County Council, Gardai, the HSE and the International Rose of Tralee Festival Event Controller, Health & Safety Officer and Volunteer Officers. All Volunteers are expected to attend this training day.

The training day will be held on Saturday August 14th from 10am - 2pm (Festival Certified) at Civil Defence HQ Tralee (entrance slip road to the left of Tralee Fire Station, Balloonagh, Tralee).

3. **Induction Evening** - An on-site walk-about overseen by the Event Controller, Health and Safety Officer, Volunteer Controllers and Volunteer Supervisors who will take charge of specific groups under their control (*Street Stewards, Dome Stewards, Park Stewards etc.*)

This evening will give all volunteers the opportunity to become familiar with the meeting point/control centre, the general location of where they will be positioned, on site Health & Safety issues and where all facilities are located and how they can be accessed.

The induction evening will take place on Thursday August 19th between 7pm and 8pm to assemble at their designated areas (TBA advised by their Area Supervisor)

4. Is it Festival policy that each applicant is available for a minimum of 4 volunteering shifts for the Town/Streets area. With one of these being either 6.30pm-10.30pm on Sat. 21st or 10pm - 2am on Tuesday 24th.
5. All applicants must complete the 'Availability Table' in section D. Should your availability change following your initial application, please contact one of the volunteer coordinators with your changes.
6. It is a strict policy of the Rose of Tralee International Festival not to share any information contained on the Volunteer Application Form with any third parties.
7. Please be aware that the Festival cannot provide any living, travel or accommodation expenses to volunteers.
8. Submission of this application form is not a guarantee of receiving a volunteer placement.