

féile ealaíne an

earagail
arts
festival
www.eaf.ie
Made In Donegal

Volunteers & Outreach Co-ordinator (fixed term, part-time, contract for services)

Earagail Arts Festival is seeking proposals for the provision of a contract for services of a Volunteers & Outreach Co-ordinator for the period 1st April 2019 – 2nd August 2019.

Introduction

Earagail Arts Festival

Earagail Arts Festival is Donegal's premier celebration of local, national and international culture and one of the largest arts festivals in Ireland. Over 40,000 people from across Donegal and around the world attend approximately 100 events in 35 venues spread over 19 towns over 20 days and nights across the North West of Ireland. The Festival is also a partner in the delivery of Letterkenny Trad Week, Distorted Perspectives and Northern Xposure festivals.

Earagail Arts Festival Management Company Limited is a not-for profit CLG and a registered charity. The Festival consists of a Board of Directors, Management Committee, full time, part time, contract staff and volunteers. The Festival celebrates its 31st birthday between 10th and 28th July 2018.

The Festival's objectives are synonymous with those of its major funders, addressing the key propositions of the Arts Council's 10 year strategy - *Making Great Art Work: Leading the Development of the Arts in Ireland (2016–2025)*, Failte Ireland's *Wild Atlantic Way* and Cultúr: A Strategic Vision for Cultural Services, Donegal County Council 2016-2020.

Terms

The task will entail working on a part-time basis, for a number of hours per week, over the period 01 April – 02 August 2019.

The place of work will be at the offices of the Earagail Arts Festival Management Company Limited.

Budget

The remuneration for this post is **€4,000 before taxes**.

Responsibilities

The main focus of this role is the implementation of the annual festival outreach projects in Donegal and the recruitment and management of volunteers.

Typical work activities

- Co-coordinating and delivering the Festival Outreach Programme in association with arts facilitators and artists.
- Promoting volunteering (internally and externally) through recruitment and publicity strategies, profile-raising events and campaigns.
- Organising rotas and providing inductions and training for tutors and volunteers.
- Monitoring, supporting, motivating and accrediting volunteers and their work.
- Attending committees and meetings.
- Managing budgets and resources, including the reimbursement of expenses.
- Keeping up to date with legislation and policy related to volunteering and making any necessary modifications to accommodate changes.
- Monitoring and evaluating activities and writing reports for funders and trustees.
- Maintaining databases and undertaking any other administrative duties.

Experience

The ideal candidate will:

- have 3 years experience of working in a volunteer management and/or arts facilitation role
- be prepared to work unsociable hours at festival time
- be used to working in a busy and pressured working environment
- be enthusiastic and flexible

Irish language

Proficiency in the Irish Language would be advantageous.

Driving Licence

Full, clean driving licence and use of own vehicle required.

Please include an up-to-date CV, including the names of two referees or previous or current clients whom we may contact, should we wish to offer you this contract. Earagail Arts Festival welcomes proposals for the provision for services of a Volunteers & Outreach Co-ordinator of the Earagail Arts Festival 2019 as outlined above, on or before **5.00pm on Monday 18th March 2019**. Please submit your proposal by or by email to: info@eaf.ie or in writing by CV and cover letter to:

**Earagail Arts Festival
2c Riverside Office Park
Neil T Blaney
Letterkenny
Co Donegal
F92 YN40**