Writers Workshop Leader – Volunteer Role

Dingle Lit literary festival is recruiting for volunteers to join our team to take responsibility for running our writers' workshops.
The 2023 festival takes place over the weekend of November 17, 18 and 19. We envisage running a maximum of 6 workshops in various locations over the weekend. Attendance at the workshops is capped at between 6 and 12 people. There will be a mix of half and full day workshops.

The work involves the following duties, but not limited to:

- Assisting the Festival Director with logistical arrangements and administration of the workshops.
- Coordinating tutors and attendees. Meeting and welcoming attendees on the day and directing them to the relevant rooms. Organising tea/coffee at break time
- Sourcing author bios and images from the tutors for the marketing team
- Managing online booking system for workshops
- Working on-site at Dingle Lit 2023 over the weekend of 17-19 November to manage the running of the workshops and coordinating attendees.
- Thanking tutors following the festival weekend.
- Confidence in speaking Irish would be an advantage.

Essential Skills:

- ✔ An ease of working with and learning new online systems.
- ✔ MS Office Skills.
- ✔ Attention to detail with a logical way of working.
- ✔ Ability to communicate easily with others.

We propose finalizing the details of the workshops no later than July 2023. Once the workshop schedule is finalized you will be briefed on the details and take over the communications.

Can you help? Want to volunteer for the book festival? Get in touch/drop us a line/give us a call info@dinglelit.ie by March 19th

Ceannairí le haghaidh Ceardlanna Scríbhneoirí – Ról Deonach

Tá Féile Liteartha Chorca Dhuibhne ag earcú le hoibrithe deonacha a fháil chun bheith ar an bhfoireann linn agus chun bheith freagrach as reáchtáil na gceardlann scríbhneoirí a bhíonn againn.

Beidh féile 2023 ar siúl an deireadh seachtaine den 17, 18 agus 19 Samhain. Tá sé i gceist againn 6 cheardlann ar a mhéad a reáchtáil in áiteanna éagsúla an deireadh seachtaine sin. Beidh idir seisear agus dháréag rannpháirtithe ar a mhéad sna ceardlanna. Beidh meascán de cheardlanna leathlae agus ceardlanna lae ann.

Beidh na dualgais seo a leanas mar chuid den obair, ach d'fhéadfadh dualgais eile a bheith i gceist chomh maith:

- Cabhrú le Stiúrthóir na Féile le socruithe eagrúcháin agus le riaradh na gceardlann.
- Teagascóirí agus rannpháirtithe a chomhordú. Bualadh le rannpháirtithe agus fáilte a chur rompu ar an lá agus iad a threorú chuig na seomraí cearta. Tae/caife a eagrú ag am sosa
- Ábhar beathaisnéise agus íomhánna de na húdair a fháil don fhoireann margaíochta
- Córas áirithinte ar líne a bhainistiú do na ceardlanna
- Obair a dhéanamh ar an láthair agus Féile Liteartha Chorca Dhuibhne, 2023 ar siúl an deireadh seachtaine idir an 17-19 Samhain chun na ceardlanna a reáchtáil agus na rannpháirtithe a chomhordú.
- Buíochas a ghabháil leis na teagascóirí nuair a bheidh deireadh seachtaine na féile thart.
- Bheadh muinín i labhairt na Gaeilge ina buntáiste don duine.

Scileanna riachtanacha:

✔ In ann luí isteach ar chórais nua ar líne agus cur amach a fháil orthu go héasca.

✔ Scileanna MS Office.

✔ Aird a thabhairt ar mhionsonraí agus modh loighciúil oibre.

✔ An cumas chun cumarsáid a dhéanamh go héasca le daoine eile.

Tá sé beartaithe againn mionsonraí na gceardlann a chur i gcrích faoi Iúil 2023 ar a dhéanaí. Agus sceideal na gceardlann socraithe, tabharfar na sonraí duit agus glacfaidh tú féin seilbh ar an gcumarsáid.

An bhféadfá cabhrú linn? Ar mhaith leat obair a dhéanamh don fhéile leabhar ar bhonn deonach? Bí i dteagmháil linn ag info@dinglelit.ie faoin 19 Márta