

OPEN CALL FOR PANEL OF ENGAGEMENT COORDINATORS & CULTURAL PRODUCERS

Deadline for applications: Monday 24th February

Dublin City Council Culture Company is seeking to appoint a panel of Engagement Coordinators, Relationship Managers and Cultural Producers.

The panel will be offered projects as they arise in the period March 2020 - March 2021 (and possibly further 12 months), and will be contracted to a project or function via a Contract for Service.

Dublin City Council Culture Company runs cultural initiatives and buildings across the city with, and for, the people of Dublin. We run a series of multi-faceted creative engagement programmes which have a significant track record of impact in communities across the city. We are looking for creative and communicative individuals who share in our belief in activating and empowering cultural experiences for individuals at a local level. This panel will be key to delivering our creative engagement, community consultation and our projects and programmes.

We would be interested to hear from anyone who can demonstrate the necessary interest, skills, knowledge or experience as per the requirements detailed below. We encourage applications from individuals from varied and diverse backgrounds and experience.

The roles that will be offered include, but are not limited to:

Function 1: Engagement Coordinator (Tea & Chats)

- Development, delivery and coordination of our ongoing project, Tea & Chats.

Function 2: Relationship Manager (Culture Club)

- Relationship management and engagement with a wide range of partnership organisations as part of our ongoing project, Culture Club.

Function 3: Cultural Producer

- Management of engagement and project development through facilitated conversation and co-creation with individuals, groups and communities as part of our ongoing project, The National Neighbourhood and others as they arise.

The key functions we are looking to offer to candidates who are confirmed onto the panel are listed below.

Function 1: Engagement Coordinator (Tea & Chats)

- Coordinate, host and deliver facilitated workshops and other forms of creative engagement through our city-wide programme called Tea & Chats. You must

have an enthusiasm for activating and empowering cultural experiences at a local level and an interest in listening to people.

- *Tea & Chats* is part of our programme of year-round conversations with the people of Dublin. They are informal chats (over a cup of tea) with a group of people about their thoughts and ideas on the city and culture. What does your city and your community mean to you? How might culture connect us all?
- More information available on www.dublincitycouncilculturecompany.ie

Function 2: Relationship Manager (Culture Club)

- Relationship management and engagement with a wide range of partnership organisations as part of our ongoing project, Culture Club.
- *Culture Club* is a series of hosted talks and tours that introduce and encourage people to connect with the cultural spaces of the city. We invite people to see, experience and learn about Dublin's cultural places. Working closely with our partners, we open up new ways for people to access cultural activity more easily and confidently in order to develop and expand their cultural habits.
- More information available on www.dublincitycouncilculturecompany.ie

Function 3: Cultural Producer

- Develop, implement and manage our co-produced engagement programme called The National Neighbourhood. You must have an enthusiasm for activating and empowering cultural experiences at a local level and an interest in listening to people.
- *The National Neighbourhood* is a year-round programme that creates ways for people to see and make culture in their place with people they know. These new experiences, explorations and connections are the foundation for people to build creativity into their everyday lives.
- More information available on www.dublincitycouncilculturecompany.ie

All functions will require administrative and project management skills such as:

- Work collaboratively with a wide, diverse team
- Manage, mediate, and engage positively with the different stakeholders and partners to our projects and to Dublin City Council Culture Company.
- Be a clear and approachable communicator with excellent administrative and organizational skills.
- Provide updates and reporting from these projects as directed as per templates and guidelines provided.
- Work in line with best practice and Dublin City Council Culture Company Child Protection, Data Protection, and Health and Safety policies and ensure compliance with all financial, contractual, legal procedures.
- To work independently and as part of a small team, to be able to multitask, remain calm under pressure and meet tight deadlines and have a willingness to work flexibly (some events take place at evenings and weekends).
- Use software to support the delivery of projects across multiple sites.
- Work as part of a team to share information and problem solve.
- Base all your activity on engagement with individuals, communities and groups across the city through facilitated conversation, active listening, co-creation and other forms of creative engagement.
- Event planning and delivery (small scale to large scale).

IMPORTANT CONTRACTING DETAILS

- Appointment to the panel is for a maximum period of two years - at which point panelists may be free to apply again should such an opportunity arise.
- Individual projects will be offered based on the skills and experience outlined by the successful panellist during application. Project offers will include a complete written brief on the specific project and fee offer relevant to that project.
- Panellists have the right to accept or decline project offers as they arise.
- Each individual project offer will include a time commitment and fee. For clarity, this means that successful panelists may receive project offers that are full-time or part-time for a given period and they may be short-term or long-term in duration.
- The maximum value of a single or combination of Contract for Service offered to anyone on the panel for any given 12 month period will be no more than €24,000 ex VAT.
- No contract will be issued without proof of tax clearance, and/or VAT registration number where applicable.
- This specification does not constitute an offer or commitment to enter into a service contract, and no contractual rights shall exist until a formal written Contract for Services has been executed by Dublin City Council Culture Company for the relevant project.
- The award of a Contract for Service for any project does not confer exclusivity on the successful panelists unless expressly stated.

APPLICATION DETAILS

Please note that you do not need to demonstrate the ability to undertake ALL of the functions outlined above. When sending us your application details, please outline what functions you would like your application to be considered for. These functions are considered as individual and separate but you can express your interest to be considered for one or more specific functions if you wish. Otherwise, if you are successfully appointed to the panel, we will offer functions that we think best suit your area of experience.

Applications must include the following:

- A cover letter (no more than two A4 pages), which should explain your motivation to be involved in the work of Dublin City Council Culture Company.
- An outline letter which clearly states which of the three functions you would like your application to be considered for. Please also cite your specific skills, knowledge and experience relevant to the key function you are applying for. In order to do this, please review the key criteria for our evaluation listed below.
- A full CV.

KEY CRITERIA

Applications will be evaluated based on the following criteria:

For Function 1: Engagement Coordinator (Tea & Chats)

- Evidence of a strong and proven belief in and enthusiasm for activating and empowering cultural experiences at a local level.

- Evidence of a minimum of two years relevant or transferable experience.
- A proven track record of successfully coordinating and delivering people-focussed consultation or engagement processes (which may include cultural or community projects - or similar).
- Demonstrable working knowledge of Gdrive, familiarity with Ticketsolve software, or otherwise strong IT skills demonstrating the ability to learn.

For Function 2: Relationship Manager (Culture Club)

- Evidence of a strong and proven belief in and enthusiasm for activating and empowering cultural experiences at a local level.
- Evidence of a minimum of two years relevant experience.
- A proven track record of successful relationship management and engagement with organisations and/or partners.
- Excellent administrative and organisational skills including a working knowledge of Gdrive, familiarity with Ticketsolve software, or otherwise strong IT skills demonstrating the ability to learn.

For Function 3: Cultural Producer

- Evidence of a strong and proven belief in and enthusiasm for activating and empowering cultural experiences at a local level.
- Evidence of a minimum of three years relevant experience (including strong examples from their past experience highlighting the capacity and desire for this role).
- Excellent administrative and organisational skills including a working knowledge of Gdrive, familiarity with Ticketsolve software, or otherwise strong IT skills demonstrating the ability to learn.
- Ability to work as part of a team and with a wide group of participants, partners, stakeholders and artists.
- An ability to multitask and meet deadlines in self-started and delivered activity.

APPLICATIONS

Completed applications should be sent by email only to recruitment@dublincitycouncilculturecompany.ie with "Engagement Panel" in the subject line.

Queries can also be addressed by email to the recruitment@dublincitycouncilculturecompany.ie

Deadline for applications is Monday 24th Feb 2020

Applications will be reviewed by a panel based on the criteria as set out in this notice.

Shortlisted applicants may be invited to interview, which will take place from week commencing Monday 2nd March 2020

Panel appointments will be communicated no later than 16th March 2020. Project offers will follow as they arise across the period of 1 year with a possible extension of the panel for a second year.

ABOUT DUBLIN CITY COUNCIL CULTURE COMPANY

Dublin City Council Culture Company runs cultural initiatives and buildings across the city with, and for, the people of Dublin.

Collaborating with citizens, communities, cultural organisations, businesses, and Dublin City Council itself, we are focused on embedding culture into the everyday life of the city.

The Board of Directors has overall responsibility for the governance of the Dublin City Council Culture Company. A Cultural Advisory Group and Heritage Advisory Group, including leading arts, cultural, and academic stakeholders supports and informs the activities of the Culture Company.

OUR VISION A Dublin where culture connects everything and everyone.

OUR MISSION Connecting people through culture and conversation to ignite imaginations and experiences.

OUR VALUES We are led by our values. They guide what we do and how we do it.

PARTICIPATION We make culture real. We connect, activate and support people to revel in their imagination and creativity.

PARTNERSHIP We know we are stronger together. We are a catalyst, bringing people and organisations together to grow knowledge, understanding and respect.

RELEVANCE We believe culture is at the heart of human development and quality of life. We aim to embed culture in the everyday life of the city.

CAPACITY-BUILDING We appreciate learning. We develop and share new ways of working that enable everyone to create more connections to culture.

QUALITY We do everything in the best way possible. We find and use knowledge, experience and skills to build impact, quality and sustainability into every project

OUR GOALS We have identified five goals - to ENGAGE, EXPERIMENT, LEARN, SHARE, EMBED - working with, through and for people in Dublin.

Please note that Dublin City Council Culture Company is committed to developing policies and practices ensuring that accessibility, Universal Design and reasonable accommodation for people with disabilities are taken into account.

Dublin City Council Culture Company is an equal opportunity employer. For more information on our Equal Opportunities Policy, please see [here](#). Please note that 14

Henrietta Street the museum is Part M access compliant, and the offices of Dublin City Council Culture Company have limited physical access. Reasonable accommodation of access requirements will be made for successful applicants. Interviews will take place in an accessible location.

We are committed to respecting and protecting your privacy. We keep several kinds of personal data about our prospective employees so we can manage the recruitment process effectively and efficiently and meet our legal obligations. For more information [please see our privacy policy for Job Applicants here](#).

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