

Open Call for Applications to join the Panel of Artists and Creative Facilitators for The National Neighbourhood

Dublin City Council Culture Company is seeking to appoint a panel of artists and creative facilitators for consideration to work on our creative engagement programme, The National Neighbourhood.

Closing date for applications: Tuesday 4 June 2024

About this open call:

Dublin City Council Culture Company runs cultural initiatives and buildings across the city with, and for, the people of Dublin. We create ways for people in Dublin to see and make culture together, based on their stories, wishes and experiences.

We are now seeking applications to appoint a panel of artists and creative facilitators that we can call upon for the provision of services to include the development of people-led co-creation projects for The National Neighbourhood, or other similar creative engagement programmes as may arise.

Dublin City Council Culture Company is seeking submissions by open call and direct invitation to appoint a panel of suppliers that we can call upon for the provision of creative engagement services based on the needs of the Culture Company and its many and varied programmes.

We are looking for creative and collaborative individuals who share in our belief of connecting people and communities through culture and conversation. We would like 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, experience, and artforms.

Timeline

- Open call issued: Thursday 9 May 2024
- Deadline for submission: Tuesday 4 June 2024
- Interviews: Wednesday 19 and Thursday 20 June 2024
- Confirmation of appointment to Panel: Friday 12 July 2024

About the project work:

We build cultural projects with communities, connecting artists, groups and villages with libraries, museums and creative places across Dublin City.

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.

Project tasks may include:

- **Engagement & Support:** Engaging project participants in a process of exploration, ideation and planning, in a manner sensitive to their interests and ambitions, and supporting them in reflecting on the experiences and content they engage with during the course of the project.
- **Workshop facilitation & participation:** Planning, facilitating and actively participating in regular sessions with designated groups, artists and potential cultural partners
- **Exploring & co-creation:** Exploring, with the participants, the thematic material of the project, and developing the project further as a collaborative creative work.
- **Communication & feedback:** Providing regular feedback on the process and the group, and attending project development meetings with the project team (or other project teams with the Company), and / or cultural partners as required.

Artists and creative facilitators working across our creative engagement programmes will be asked to:

- Engage positively with the different stakeholders and partners to our projects and to Dublin City Council Culture Company.
- 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.
- Have a willingness to work flexibly (some events take place at evenings and weekends) and in locations across Dublin.

Required Criteria:

The ideal person for this panel must:

- Demonstrate a successful track record of leading open-ended, community-led and/or co-created projects.
- Be an experienced group facilitator and/or have experience of guiding people through a creative process, ideally in a wide range of contexts and environments.
- Be an excellent listener and communicator, at all times working with a people-first approach.
- Demonstrate a high-quality creative practice.
- Be organised and reliable - can work independently and to deadlines.
- Demonstrate an understanding of the work of Dublin City Council Culture Company.

How to apply:

Applications are now invited from artists (working in all artforms) and creative facilitators who meet these published requirements.

Application Requirements :

- A cover letter (no more than one A4 page) which should explain your motivation to be involved in the work of Dublin City Council Culture Company.
- An outline letter which cites your specific skills, knowledge and experience relevant to the project tasks. In order to do this, please review the project tasks and key criteria for our evaluation listed above.
- A CV and link to online portfolio and/or examples of previous **relevant** work.

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

Queries can also be addressed by email to that email address. Applications received after the closing date will not be accepted.

Closing date for this application is Tuesday 4 June 2024.

The required material supplied in your application will be reviewed against the criteria sent out in this notice. Dublin City Council Culture Company reserves the right to short-list applicants for interview. If interviews take place they will be held on **Wednesday 19 and Thursday 20 June 2024**. All applicants will be notified of the status of their application at

this time. It will not be possible to provide application process feedback to unsuccessful applicants.

Panel appointments will be communicated no later than **Friday 12 July 2024**.

How the panel will operate:

- Appointment to the Panel will be confirmed by a letter of invitation to the successful applicants. This appointment letter 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 the Culture Company for the relevant project.
- Appointment to the panel is for a period of two years, with the option to extend for a third year if desired by the Company.
- Project offers will follow as they arise and will be based on the skills and experience outlined during application.
- Project offers will include a complete written brief, time commitment and fee offer relevant to that project.
- Panellists have the right to accept or decline project offers as they arise.
- If a panellist is contracted to a project, this will be via a Contract for Service.
- No contract will be issued without proof of tax clearance, and/or VAT registration number where applicable.
- Contracted panellists will not be expected to work exclusively for the Culture Company.
- Garda vetting with the Culture Company is mandatory for successful applicants, and you must be cleared by the National Vetting Bureau before the work can commence.

Other Notes:

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 when providing services for Dublin's citizens, communities, cultural organisations, businesses, and Dublin City Council itself.

Please note that both the museum at 14 Henrietta Street and Richmond Barracks are Part M access compliant, and the offices of Dublin City Council Culture Company in both have limited physical access. Reasonable accommodation of access requirements will be made for successful applicants. Interviews will take place in an accessible location.

In line with developing business needs, the Culture Company reserves the right to invite additional providers of artist and creative facilitator services throughout the duration of the panel.

About Dublin City Council Culture Company:

Established in March 2018, Dublin City Council Culture Company runs cultural initiatives and buildings across the city for, and with, the people of Dublin.

Collaborating with citizens, communities, cultural organisations, businesses, and Dublin City Council itself, the company's work is focused on embedding cultural experiences and increasing cultural participation throughout Dublin's neighbourhoods. We connect people and communities through culture and conversation. When people feel connected to their local area they feel safer and stronger, and are healthier.

About The National Neighbourhood:

We build cultural projects with communities, connecting artists, groups and villages with libraries, museums and creative places across Dublin City.

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.

For more information see www.dublincitycouncilculturecompany.ie