

# Open Call for Panel of Cultural Producers

**Dublin City Council Culture Company is seeking to appoint a panel of Cultural Producers / Cultural Project Managers**

**Closing date for applications: Wednesday 17th February 2021**

## About this call

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.

Dublin City Council Culture Company wish to pre-select suitably experienced and motivated persons in order to establish a panel of cultural producers that can be offered projects and programmes for delivery and development, as they arise in the period March 2021 - March 2022 (with the possibility of extending the panel duration for a further 12 months thereafter). All projects will have the values and strategic aims of Dublin City Council Culture Company at their core.

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.

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.

## About the panel

### **Cultural Producer / Cultural Project Manager Panel**

We want to connect people and communities through culture and conversation. When people feel connected to their communities they feel safer and stronger, and are healthier. Through our Creative Engagement programmes we invite people to 'try out' culture and we create ways for people to see and make culture together, based on their stories, wishes and experiences.

This work is led by our Creative Engagement Department, made up of Engagement and Cultural Project Managers, Cultural Producers, and a Head of Creative Engagement. Our key activities are to support, co-design and deliver cultural projects efficiently, effectively and

collaboratively with the wider company team, local communities, partners and other stakeholders. We follow a process of engagement and development, guiding projects from conception through to delivery and evaluation.

Some of our key Creative Engagement programmes are outlined below. Projects offered to panel members for consideration may draw from these or from other engagement, capacity building and partnership programmes which have the same core values at their heart.

### **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.

### **Culture Connects**

*Culture Connects* is a year-round programme that invites people in the city to try out new things. From genealogy to gardening, baking to books, we offer a tailored introduction to a wide range of cultural possibilities, supporting people to creatively explore, make and nurture new things. Through *Culture Connects*, we are bringing together many aspects of how we work: being responsive to people's interests, encouraging new cultural ideas and investigating, together, the cultural potential of our city.

### **Richmond Barracks**

Much of our *Culture Connects* programme is based out of *Richmond Barracks*. A venue of historical importance located within a vibrant community, the building co-locates a library, workshops and cultural activities, along with a programme of historical tours and talks. By listening and engaging with visitors, makers, historians, local residents and their families, Richmond Barracks continues to evolve as a community space, informed by the desires and interests of people in the area.

## **Cultural Producer / Cultural Project Manager**

**Skills and role functions which panel members will be required to fulfil if working on a project of the Culture Company include:**

### **Engagement & Participation Development**

- Develop and implement engagement programmes to begin the development of ideas for cultural and creative projects.
- Build relationships at local level with citizens, community groups and potential participants
- Engage proactively with other Dublin City Council Culture Company team members in relation to new opportunities

### **Curatorial & Artistic Support**

- Work to source and support artists/creative facilitators in the creation and delivery of the work for co-created and collaborative projects
- Work to collect feedback from artists/creative facilitators for documentation and promotion of the process and evolving project
- Contribute to the creative content that will underpin the development of the Creative Engagement Plan for 2022

### **Project Development**

- Be part of a wider Programme and Engagement Team working to deliver projects and programmes across the company, not only with the artistic and cultural process but also our five values deeply embedded in that process
- Prepare and provide access to and detail on marketing and promotional opportunities that arise from projects; support Public Relations and public awareness campaigns throughout
- Proactively manage events that are planned as part of projects you are developing
- Develop a legacy plan for all projects and keep it in mind at each stage of the project cycle

### **Project Coordination and Delivery**

- Successfully deliver, support and coordinate the co-created arts / cultural projects
- Work collaboratively to support, co-design and deliver projects that are innovative and inspirational
- Display the ability to efficiently and effectively work with and support other team members and contractors.
- Manage programming scheduling and timelines for each project
- Provide plans, budgets, reports as necessary to Dublin City Council Culture Company and partners
- Work in line with best practice in relation to Child Protection, Data Protection and other legal requirements of Dublin City Council Culture Company

### **Key Criteria**

For this panel, we are ideally looking for people who can demonstrate the following:

- A minimum of three years relevant experience (including strong examples from your past experience highlighting the capacity and desire for this role).
- A proven track record in the successful delivery and management of collaborative arts / cultural / community projects
- An interest in arts and culture and the provision of cultural experiences at local level
- Excellent communication and interpersonal skills
- Excellent administrative and organisational skills including a working knowledge of Gdrive, 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.
- Evidence of initiative and self-started and delivered activity
- The ability to multitask, remain calm under pressure and meet deadlines

- A willingness to work flexibly, including some evening / weekend work as required

### **Important contracting details**

- Appointment to the panel is from March 2021 to March 2022, with the possibility of a further 12 months extension of the panel period, after which 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 not exceed €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 the 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.

## How to apply

Applications are now invited from applicants who meet these published requirements.

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 statement which clearly cites your specific skills, knowledge and experience relevant to the panel requirements. In order to do this, please review the key criteria for our evaluation listed in this document.
- A full CV.

Completed applications should be sent by email only to [recruitment@dublincitycouncilculturecompany.ie](mailto:recruitment@dublincitycouncilculturecompany.ie) with "Cultural Producer" 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 Wednesday 17th February 2021**

The information supplied in your application will be reviewed by a panel, against the requirements set out in this notice and applicants may be invited for an interview. Where

interviews are scheduled it is envisaged these would take place week beginning 8th March 2021 (subject to change) either in person or online, in accordance with government public health guidelines regarding Covid 19. Dublin City Council Culture Company reserves the right to short-list candidates for interview. Appointments to the panel can also be made without an interview process.

Panel appointments will be communicated no later than 19th March 2021. Project offers will follow as they arise across the period of one year with a possible extension of the panel for a second year.

Dublin City Council Culture Company reserves the right not to engage an individual from the panel. Dublin City Council Culture Company reserves the right to end the panel at any time with written notice given to all panel members.

Garda vetting is mandatory for successful applicants, and you must be cleared by the National Vetting Bureau before the work can commence. The successful applicant will also be required to attend Child Protection and Disability Equality Training. It will not be possible to provide application process feedback to unsuccessful applicants.

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. [Please see our Equal Opportunities Policy here.](#)

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 or online, in accordance with government public health guidelines. 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. [Please see our Privacy Notice for Job Applicants here.](#)

## 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 run a series of multi-faceted creative engagement programmes which have a significant track record of impact in communities across the city. Some of our current programmes include *Our City Our Books*, *Tea and Chats*, *Culture Near You*, *The National Neighbourhood*, *Culture Club*, *Creative Residency* and *Cultural Audit and Map*.

**For more information, see [www.dublincitycouncilculturecompany.ie](http://www.dublincitycouncilculturecompany.ie)**

In addition to its city-wide work, Dublin City Council Culture Company operates two cultural buildings: 14 Henrietta Street (since it opened to the public in September 2018) and Richmond Barracks (since January 2020).

## **14 Henrietta Street**

At 14 Henrietta Street we offer a range of tours and programmes to which aim to:

- Share and tell stories by retelling the story of the lives of the people.
- Engage and make connections by listening and talking with visitors, citizens, historians, local residents, former residents and their families.
- Discover and uncover history by continuing to learn from the memories and knowledge of others. We want to bring to life the stories of the people who passed through the buildings, their changing circumstances, their experience of family life, of politics, and the impact of national and world affairs.

You can read more about 14 Henrietta Street at [www.14henriettastreet.ie](http://www.14henriettastreet.ie)

## **Richmond Barracks**

At Richmond Barracks we offer a range of tours and programmes which aim to amplify it as a neighbourhood hub that celebrates the rich stories and experiences of the local community, past and present.

A venue of historical importance located within a vibrant community, the building co-locates a library, workshops and cultural activities, along with a programme of historical tours and talks. By listening and engaging with visitors, makers, historians, local residents and their families, Richmond Barracks will continue to evolve as a community space, informed by the desires and interests of people in the area.

You can read more about Richmond Barracks at [www.richmondbracks.ie](http://www.richmondbracks.ie)