

# **Open call** Engagement Coordinators panel

**Dublin City Council Culture Company is seeking to appoint a panel of Engagement Coordinators.**

**Closing date for applications: 3 November 2023**

## About this call

Dublin City Council Culture Company runs cultural initiatives and buildings across the city with, and for, the people of Dublin. We are looking for individuals to work with our Engagement team who share our belief in activating and empowering cultural experiences for individuals at a local level.

The Engagement team plays a central role in the Culture Company's work. As an Engagement Coordinator you will help to activate our values throughout your work, connecting with people and communities across the city. Through our public consultation programmes you will listen and learn about what matters to people across the city through informal facilitated conversations. You will help to deliver a number of key programmes for the company including *Tea & Chats*, *Culture Club*, and *Your Tenement Memories*.

This panel will be key to delivering our engagement and community consultation programmes, and will work closely with our Creative Engagement and Visitor Experience departments and the wider Dublin City Council Culture Company teams. 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.

Appointment to the panel of Engagement Coordinators is for a period of two years commencing 8 January 2024 until 8 January 2026. Panels may be extended on discretion of the Company.

Members of the panel will be offered projects and roles as they arise and will be contracted to a project or function via a Contract for Service. Panellists 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. Project offers will include a complete written brief on the specific project, including the time commitment required, and a fee offer relevant to the project.

## About the projects and tasks:

**Project work may be offered to members of the panel, covering a variety of programmes and functions. These may include, but are not limited to:**

### **Tea & Chats**

*Tea & Chats* is an ongoing programme of informal and open conversations over a cup of tea with people about what matters to them. By listening and connecting, we can build relationships, collaborate and suggest ways for people to embark on their own cultural adventures.

**Project tasks may include:**

- Building potential contacts, groups, organisations or networks in the Dublin City Council Administrative Area for *Tea & Chats* and the broader work of Dublin City Council Culture Company.
- Delivering highly engaging and welcoming events that enable people to connect with each other and with culture in their local areas.
- Ensuring that your *Tea & Chats* are run efficiently and effectively so that the conditions are created to activate and empower people through their participation and facilitate ongoing engagement with Culture Company projects and programmes.
- Developing relationships with participants and partners to identify further opportunities for cultural engagement.
- Providing regular updates and reports as per templates and guidelines provided, and maintaining and developing our company database.
- Sharing recurring themes from your engagement with people and community groups with the Engagement team and the wider Company.

### **Culture Club**

*Culture Club* is a series of hosted talks, tours and activities that introduce and encourage people to connect with the cultural spaces of the city. We invite people to see, experience and learn about cultural places and opportunities throughout Dublin. 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.

**Project tasks may include:**

- Hosting and delivering highly engaging and welcoming events that enable people to connect with the cultural content and spaces of the city, working closely with our partners.

- Creating the conditions for group conversations following *Culture Club* activities, where people feel comfortable to share their ideas and reflections.
- Providing regular updates and reports from these events as per templates and guidelines provided, and maintaining and developing our company database.
- Building and developing relationships with participants and partners to identify further opportunities for cultural engagement.
- Supporting the audience development of *Culture Club* through fostering connections with individuals and community groups.

## **Your Tenement Memories**

Your Tenement Memories is a series of ongoing conversations and events with people across the city that gathers memories of tenement life in Dublin for *14 Henrietta Street*. By listening and learning, we preserve and share stories and connect people to the heritage of our city.

### **Project tasks may include:**

- Hosting and delivering highly engaging and welcoming events that enable people to share their stories of tenement life in Dublin
- Creating the conditions for conversations where people feel comfortable to share their memories and reflections.
- Gathering, documenting and recording conversations in line with best practice and museum standards for inclusion in the Museum's oral history collection.
- Providing regular updates and reports from these events as per templates and guidelines provided, and maintaining and developing our company database.

### **Key Criteria:**

The ideal person for this panel will be able to:

- Coordinate and deliver people-focused consultation or engagement processes (which may include cultural or community projects - or similar).
- Demonstrate an enthusiasm for activating and empowering cultural and community experiences at a local level.
- Manage, mediate, and engage positively with the different stakeholders and partners to our projects and to Dublin City Council Culture Company.
- Work independently and as part of a 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).
- Be a clear and approachable communicator with excellent administrative, organisational and IT skills (including G Suite, CRM, Ticketsolve etc.) or equivalent experience demonstrating the ability to learn.

- Demonstrate an understanding of the work of Dublin City Council Culture Company and its ambitions.
- 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.

### **Important contracting details:**

- Appointment to the Panel is for a maximum period of two years, at which point panellists may be free to apply again should such an opportunity arise.
- Appointment to this panel does not guarantee that you will be offered work available to this panel.
- Individual projects will be offered based on skills and experience outlined during application. Project offers will include a complete written brief on the specific project and fee offer relevant to the 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 panellists 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.
- 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 Culture Company for the relevant project.
- The award of a Contract for Service for any project does not confer exclusivity on the successful panellists unless expressly stated.

### **How to apply:**

Applications are now invited from applicants who meet these published requirements. Please note that you do not need to demonstrate the ability to undertake ALL of the project tasks for every programme outlined above. When sending us your application details, please outline if there are particular programmes or project tasks you would like your application to be considered for. Otherwise, if you are successfully appointed to the panel, we will offer project work that we think best suits your area of experience.

Applications must include the following three items:

- A one page cover letter explaining your motivation to be involved in the work of Dublin City Council Culture Company.

- An outline letter (no more than two pages) which clearly states the projects you would like your application to be considered for. Please also cite your specific skills, knowledge and experience relevant to the project(s) you are applying for.
- A full CV.

Completed applications should be sent by email only to [recruitment@dublincitycouncilculturecompany.ie](mailto:recruitment@dublincitycouncilculturecompany.ie) with “Engagement Coordinator” in the subject line. Queries can also be addressed by email to that email address.

Applications received after the closing date and time will not be accepted.

**Closing date for this application is Friday 3 November 2023.**

The information supplied in your application will be reviewed against the role requirements set out in this notice by a panel. Dublin City Council Culture Company reserves the right to short-list candidates for interview. Interviews will be held in person during the week beginning Monday 20 November 2023.

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 person 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. [Please see our Equal Opportunities Policy 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 connect people and communities through culture and conversation. When people feel connected to their local area they feel safer and stronger, and are healthier.

**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**

Richmond Barracks is a building of historical importance located in Inchicore. It is home to a library, garden, cafe and *Culture Connects*, a programme of cultural activities that celebrate the experiences and interests of the local communities and people.

*Culture Connects* is a year-round programme that invites people in Dublin to try out new things. We offer ways for people to make and create together, to share ideas, and connect through culture and conversation.

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