

## **Open Call for Applications to join the Panel of Artists and Creative Facilitators for Richmond Barracks**

**Dublin City Council Culture Company is seeking to appoint a panel of artists and creative facilitators for consideration to work on our creative engagement programmes at Richmond Barracks.**

**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 workshop facilitation and artist residencies for our [Culture Connects programme at Richmond Barracks](#), as may arise from August 2024 to August 2026.

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.

Culture Connects is a year-round programme at [Richmond Barracks](#) which invites people to 'try out' culture and together make and nurture new things. One of the ways we do this is with an artist 'in residence' model. We currently run four different artists in residency programmes at Richmond Barracks.

The residency refers to the place and people in the area of Richmond Barracks and how they can be involved in taking part in culture, trying something new and maybe making something together with others. This takes the form of try out sessions, local engagement, once off workshops and longer in depth activations with participants.

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: Friday 10 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:**

For this open call we are seeking artists and creative facilitators with the potential to deliver an artist in residency project or shorter-term project work such as a series of workshops or once-off workshops.

Artists and creative facilitators working on our Culture Connects programme at Richmond Barracks 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.
- Be willing to work flexibly (some activities and workshops that take place at evenings and weekends).

### **Artists in residence:**

The Culture Company will determine the length of residency or project duration based on emerging needs. Artist residencies are typically based on c. eight hours per week to include contact time, preparation and admin.

Artists in residence work collaboratively with groups and individuals to deliver a range of workshops which may be short, medium or long-term, as well as developing longer-term co-creation projects as may arise, according to the wishes and ambitions of participants.

Artists in residence usually are in one of the following artforms:

- Dance and movement (6 to 12 months, commencing September 2024)
- Choir / singing (6 to 12 months, commencing August 2024)
- Visual art (6 to 12 months, commencing August 2024 or February 2025)
- Crafts, making and upcycling (6 to 12 months, commencing August 2024)
- Creative writing (6 to 12 months, commencing August 2024 or February 2025))

### **Creative facilitators:**

Creative facilitators deliver a range of activities such as try-out sessions and once-off workshops. Together with artists in residence, this work helps to activate Richmond Barracks as an important local cultural resource with strong links to other local assets and groups.

- All areas of culture and creativity and any artform (typically 4 to 6 week blocks which may be repeated over the duration of the panel, or once-off workshops).

### **Key Criteria:**

The ideal person for this panel must:

- Be an experienced group facilitator and/or have experience of guiding people through a creative process, 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 or cultural 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 applicants 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, artform or practice area, knowledge and experience relevant to the project requirements. To do this, please review the 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 "Richmond Barracks Artist and Facilitator 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, experience, and artform(s) outlined during application. Project offers may include residencies or short term projects such as a series of workshops.
- 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 is mandatory for successful applicants via the Culture Company, 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.

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

Culture Connects is our year-round programme at Richmond Barracks 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.richmondbarracks.ie](http://www.richmondbarracks.ie)