

# Open Call for Dublin City Historians in Residence

**We are looking for up to five historians who would like to spend a year in residence with Dublin City Libraries and Dublin City Council Culture Company, engaging with local communities, conducting research and promoting access to our historical collections, so that everyone in Dublin City has an opportunity to feel a connection to their local history.**

**Closing date for applications: Friday 6 October, 2023**

## About this call

The Dublin City Historians in Residence programme began in spring 2017, as an initiative of Dublin City Council. Since then, the Historians in Residence have worked in neighbourhoods across Dublin City to encourage local people to engage with history, and to promote its sources and discussion, especially the historical collections in Dublin City Library and Archive.

By engaging with local communities and keeping people front and centre of history, the Historians in Residence help the people of Dublin City feel a connection to their local history.

The five historians will each work across a designated local area of Dublin City Council, connecting with local library branches, Dublin City Council Local Area Offices, community groups, schools, and the wider public, to make history and historical sources accessible and enjoyable for all.

The work of the historians will be supported by an overall Programme Coordinator and a Digital Officer, who will assist in the administration, documentation and promotion of the programme, as well as public engagement and audience development.

Dublin City Historians in Residence programme is created by Dublin City Libraries, and is delivered in partnership with Dublin City Council Culture Company. The residency programme will be managed by Dublin City Council Culture Company and overseen by an Advisory Group comprising representatives from Dublin City Libraries and Archive and Dublin City Council Culture Company.

## About the Historian in Residence brief

Each selected historian will be offered a Contract for Service for a 12 month period (subject to funding), with the option of renewal for a further 12 - 24 months, if agreed by both parties and subject to continued funding. The fee for this initial 12 month period (January to December 2024) will be €28,500 based on an expectation of regular working and regular public facing hours, totalling an average of 22-24 hours in an average week. This includes the possibility of evening, daytime and weekend working, as may be needed to suit community groups. It also includes time spent on development, research, writing, preparation of public events, attendance at meetings, reporting and administration.

Successful applicants must be available to be in person in Dublin while working on the residency (c. three days per week for 48 weeks over a 52 week period) and must be available to undertake the residency from approximately 2 January 2024 to 31 December 2024. The working pattern and programme of work will be agreed with the successful applicants.

### **Function and specification**

- Deliver a programme of regular public talks/workshops/events which can appeal to a variety of audiences and create a context in which discussion by the public about history can happen.
- Project activities should be based on engagement with individuals, communities and groups across the city through facilitated conversation, active listening, co-creation and other forms of creative engagement.
- Work collaboratively with the Programme Coordinator and the wider Dublin City Council Culture Company team to develop participation and engagement, promote planned public events as necessary, and ensure the programme activities are linked to other Culture Company activities where relevant.
- Work with the Programme Coordinator to ensure that accessibility is kept at the forefront of planning in all areas of your work, and have an understanding of the Culture Company's Universal Design and Accessibility Policy.
- Contribution to the writing and editing of the History on your Doorstep publication series.
- Work with local library branches and the Dublin Festival of History team to develop events for the festival programme.
- Maintain regular contact with the Programme Coordinator and provide updates and reporting from the project as directed, including a monthly report (template provided), and support the collection of feedback and evaluation from audience and participants.
- Actively seek out information, research and opportunities relevant to the residency.
- Participate in monthly meetings with the Historians in Residence Advisory Group and in quarterly all-team meetings with Dublin City Council Culture Company.
- Be available for media requests or other promotional activities where possible.

- 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.

## Role requirements

### Essential criteria

- Demonstrate through education and/or experience, a deep knowledge of Irish and local history and have a proven track record in historical research.
- Excellent communication and interpersonal skills and the ability to build and manage positive relationships with stakeholders and a wide cross section of the community.
- Ability to plan, organise and lead projects, to work both independently and collaboratively as part of a small team.
- Accuracy and attention to detail.
- Experience in collaborating with community groups and an understanding of how to work using a people-first approach.
- Excellent public speaking and presentation skills and the ability to design and deliver engaging and accessible content that can appeal to a broad and diverse audience.

### Desirable criteria

- An understanding of the work and ambitions of Dublin City Public Libraries and Dublin City Council Culture Company.
- Familiarity with the historical collections of Dublin City Library and Archive.
- Proficiency in using software and applications such as Gmail, Google Docs, Google Sheets, MS PowerPoint, MS Word, and knowledge of basic social media use.
- Excellent administrative and organisational skills.

## How to apply

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

Applications must include the following:

- **Cover letter (2 A4 page maximum)** outlining why you want this residency and how your specific skills, knowledge and experience are relevant to the role specification and requirements. This should include:
  - A brief description of your practice/work and areas of historical interest
  - Experience of successfully working with local or regional social, cultural, or civic organisations and the public
  - Any previous relevant experience of collaborative history or cultural projects which you led or were significantly involved with

- **Proposal (2 A4 page maximum)**

An outline of your initial ideas and a description of how you would approach the residency over 12 months, if successful.

- **CV (3 A4 page maximum)**

Completed applications should be sent by email only to [recruitment@dublincitycouncilculturecompany.ie](mailto:recruitment@dublincitycouncilculturecompany.ie) with 'Historian in Residence' in the subject line. Applications received after the closing date will not be accepted.

**Closing date for receipt of applications is Friday 6 October 2023.**

The information supplied in your application will be reviewed against the requirements sent out in this notice by a panel. Dublin City Council Culture Company reserves the right to short-list candidates and/or call people for interview. It is envisaged that interviews would be held during the week beginning 23 October. It will not be possible to provide application process feedback to unsuccessful applicants.

### **Important contracting details**

- Each offer made under the Dublin City Historian in Residence is for a 12 month period and will be on a Contract for Service basis. Offers will be made subject to funding. A maximum of two further 12 month extensions may be offered subject to successful completion and continued funding
- Contracted historians will be considered as self-employed and will be paid a maximum fee of €28,500 ex VAT.
- No contract will be issued without proof of tax clearance, and/or VAT registration number where applicable.
- Garda vetting may be mandatory for successful applicants, and you must be cleared by the National Vetting Bureau before the work can commence.
- The successful applicant may be required to attend relevant training such as Child Protection and Equality Training.
- All publications, reports, digital content, and other outputs generated as part of the residency will be the property of Dublin City Council and Dublin City Council Culture Company, who will both own shared copyright in such publications, reports, digital content, and other outputs generated.

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. 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 us

### Dublin City Council Culture Company

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)**

### Dublin City Libraries

Dublin City Libraries (DCL) is Ireland's largest library service, with responsibility for the delivery of public library, information and archive services to a resident population of over half a million people. In normal times our 21 branch libraries attract over 3 million visitors a year, representing one of the City Council's most inclusive cultural services.

Through our collections, resources and cultural programmes, we provide free and equal access to information, ideas and a range of learning and self-development opportunities, targeted to meet the needs and interests of people at all ages, stages and levels of ability.

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