

Recruitment Call for Creative Engagement Coordinator

We are seeking to recruit a Creative Engagement Coordinator

Closing date for applications: Monday 22 April 2024

About the position:

Dublin City Council Culture Company is seeking a Creative Engagement Coordinator to help achieve our ambitious aims to connect the people of Dublin through culture and conversation.

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.

As one of the Creative Engagement team, your focus will be on delivering high quality and engaging projects, activations and events across the cultural buildings and programmes operated by Dublin City Council Culture Company.

You will be responsible for ensuring that these are run professionally, efficiently and effectively so that the conditions are created to activate and empower people through their participation.

Some of the key programmes and projects you will work on are:

- **Dublin City Historians in Residence**
Established in Spring 2017 under Dublin City Council's Decade of Commemorations programme, the Historians in Residence work in communities across the city to bring history to life and make history and historical documents accessible, engaging and enjoyable for all.
- **Historian in Residence for Children**
The Historian-in-Residence for Children programme empowers children and young people's own personal journey through history, capturing their curiosity, facilitating the learning of skills which allow them to research, explore and discover their chosen areas of historical interest.
- **Responsive Programming 14 Henrietta Street and Richmond Barracks**
You will work on coordinating and administering responsive programmes within our buildings, including *Teatime Talks* at 14 Henrietta Street and *Talks at the Mess* at Richmond Barracks, and assist across all of our programme activities as required.

About Dublin City Council Culture Company:

Dublin City Council Culture Company runs cultural initiatives and buildings across the city with, and for, the people of Dublin. We collaborate with people, communities, cultural organisations, businesses, and Dublin City Council to embed cultural experiences and increase cultural participation throughout Dublin.

We operate the museum at [14 Henrietta Street](#), Dublin 1, the cultural centre at [Richmond Barracks](#) in Inchicore, Dublin 8, and a wealth of other programmes. Please see [more details on our website](#) on the range of festivals, programmes, and projects we manage.

About the role:

Function and role specification:

Duties will include:

Programme administration and event coordination:

- Coordinate the Historian in Residence programme, maintaining regular contact with each of the five historians, building strong relationships with them and libraries, to support the work as needed.
- Schedule and coordinate responsive programme activities on site at Richmond Barracks, 14 Henrietta Street or off-site in community settings as required, ensuring their smooth running by working efficiently and effectively with other teams as needed.
- Effective and efficient event management of all events (online or in-person) arising from the above, including procurement of guest speakers, AV services and production as may be needed.
- Ensure all programme activities take place within a secure and safe environment in line with our policies and guidelines (e.g. Health & Safety, Child Protection).
- Provide plans and reports as necessary for the company and our partners.
- Collect feedback from participants, facilitators and audience members using templates provided.
- Maintain a database of relationships, particularly through the use of our CRM platform 'Insightly' and ensure compliance with our Data Protection guidelines.
- Support the team in preparing detail on marketing and promotional opportunities that arise from projects; supporting Public Relations and public awareness campaigns.
- From time to time, working flexibly on other projects, assisting the wider team of Dublin City Council Culture Company on ad hoc initiatives attached to other sites.

Engagement:

- Work closely with the Engagement Team to ensure that programming is developed in response to what we learn from listening to people (e.g. through Tea & Chats) and to continue to build relationships at a local level with citizens, community groups, and potential participants.
- Consider legacy aspects of programming and how participation can spark or strengthen an ongoing connection with history and culture (e.g. through library membership or joining a local heritage group), according to people's own interests and wishes.
- Contribute to the company's ambitions and plans around Access & Inclusion.
- Engage proactively with other Culture Company team members in relation to new opportunities.

Curatorial / artistic support:

- Support historians / cultural practitioners in the delivery of their work with us.
- Support the work of the Historian in Residence for Children to develop the opportunities for children to engage with history and become their own storytellers and historians. Co-facilitate or assist in workshop delivery where required.
- Collect feedback and supporting materials from cultural practitioners, for documentation and promotion of evolving projects.
- Contribute to the creative content that will underpin the development of projects.

Role requirements:

Essential criteria:

- A minimum of two years' experience in a similar role within the cultural, creative or community sector.
- An ability to plan, organise and support delivery of a project, to work independently and to deadlines with a high level of attention to detail.
- Evidence of an understanding of developing successful community-led projects
- A track record of engaging positively and building supportive relationships with a range of stakeholders.
- Excellent communication skills, interpersonal skills and active listening.
- Excellent administrative and organisational skills with strong IT skills and a proficiency in GSuite.
- An instinctive ability to think creatively - to try, fail, learn, and try again.
- Willing to work flexibly, including some evening / weekend work if required.

Desirable criteria:

- An interest in history and culture.

- Previous experience of event management, cultural programming or engagement work.
- An understanding of the work of Dublin City Council Culture Company and its ambitions.

Position Summary

Post Title:	Creative Engagement Coordinator, Dublin City Council Culture Company
Post Status:	Fixed Term Contract (full-time), three years, a six month probationary period applies.
Location:	Dublin City Council Culture Company HQ, 14 Henrietta Street, Dublin 1 and Richmond Barracks, Inchicore, Dublin 8.
Reports to:	Head of Creative Engagement.
Key relationships:	Creative Engagement team, venue teams at 14 Henrietta Street and Richmond Barracks, the Engagement department and the communications and operations teams.
Salary:	€34,811 per annum, prior to reward and recognition.
Annual leave	23 days per year.
Pension:	A contribution of up to 10% of salary will be made to an agreed pension savings scheme subject to the individual contributing a similar percentage.
Reward and recognition:	All Dublin City Council Culture Company employees participate in the performance review and appraisal process annually. This process measures performance, considers training and development opportunities and is used to determine any reward (pay or annual leave increases) that may be applicable.
Hybrid working:	The company facilitates some hybrid working suitable to the requirement of the position; this can be discussed further with the successful candidate.
Other benefits:	Other Employee benefits include Income Protection Insurance, Employee Assistance Programme, Income Protection Insurance, Cycle to Work Scheme, Taxsaver Commuter Ticket Scheme for public transport to and from work, access to certified training and opportunities for professional development in your role.

How to apply

Applications are now invited from applicants who meet these published requirements. Applications must include the following:

- CV, including the names and contact details of two referees. Note that referees will not be contacted without prior consent.
- A letter (no more than two pages) outlining why you are interested in the role and how your specific skills, knowledge and experience meet the role specification and requirements.

Completed applications should be sent by email only to recruitment@dublincitycouncilculturecompany.ie with Creative Engagement Coordinator in the subject line. Applications received after the closing date and time will not be accepted.

Closing date for this application is Monday 22 April 2024.

The information supplied in your application will be reviewed against the requirements set out in this notice by a panel. Dublin City Council Culture Company reserves the right to shortlist applicants and/or call people for an interview. Interviews will take place in an accessible location.

We envisage that any resulting first round interviews will be held during the week beginning 13 May 2024. The interviews will be in the format of competency based questions related to the specific role responsibilities and required criteria outlined within this recruitment process. 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.

Garda vetting may be mandatory for successful applicants, and you must be cleared by the National Vetting Bureau before the work can commence.

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.](#)