

Recruitment Call for Culture Connects Programme Coordinator

We are seeking to recruit a Culture Connects Programme Coordinator

Closing date for applications: Friday 18 February 2022

About the position

We are seeking to recruit a Programme Coordinator to support the development and delivery of the *Culture Connects* programme, as part of the Creative Engagement team.

Reporting to the newly appointed Creative Engagement Programme Manager and working with the wider team, the Programme Coordinator will lead on the coordination and administration of our cultural and creative programme activities at Richmond Barracks and across the company as required.

Within this key role in the team, you will engage with participants, local partners and communities to build collaborative relationships, ensuring that programming continues to be relevant and responsive, and that our work together embeds cultural experiences and increases cultural participation throughout local Dublin neighbourhoods.

About the role

Function and role specification

The duties of the Programme Coordinator will include:

Programme administration

- Schedule and coordinate *Culture Connects* programme activities both on site at Richmond Barracks and off-site in community settings, ensuring their smooth running by working efficiently and effectively with other teams as needed
- Provide administrative and event support on partnership programmes and events, such as Dublin Festival of History
- 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

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
- Regular hosting of group workshops and events (both online and in-person) in particular for *Culture Connects* but across all our programmes from time to time as needed. This involves welcoming people and being a central contact point for the company, as well as recording attendance and feedback
- Engage proactively with other Culture Company team members in relation to new opportunities

Curatorial / artistic support

- Support artists / cultural practitioners in the delivery of their work with us
- Assist the Programme Manager in collecting feedback and supporting materials from artists, for documentation and promotion of evolving projects
- Contribute to the creative content that will underpin the development of projects

Role requirements

The ideal person for this role will have:

- A minimum of 2 years experience in a similar role
- 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 administrative and organisational skills with strong IT skills and a proficiency in Google GSuite
- Excellent communication and interpersonal skills
- An understanding of the work of the Culture Company and our ambitions
- An interest in culture, heritage and arts, and the provision of cultural services at a local and national level
- Ability to plan, organise and support delivery of a project, to work independently and to deadlines
- Availability to work flexibly around working hours, including some evenings or weekends when needed
- An instinctive ability to think creatively - to try, fail, learn, and try again

Position summary

Post Title:	<i>Culture Connects</i> Programme Coordinator, Dublin City Council Culture Company
Post Status:	Fixed Term Contract for 2 years, a 6 month probationary period applies.
Location:	Primarily based at Richmond Barracks, Inchicore, Dublin 8 but may also be required to work off-site or at our headquarters at 14 Henrietta Street
Reports to:	Creative Engagement Programme Manager
Key relationships:	Creative Engagement team, venue team at Richmond Barracks, Engagement department and the communications and administration teams.
Salary:	€31,200 per annum
Pension:	A contribution of 10% of salary will be made to an agreed pension savings scheme subject to the individual contributing a similar percentage.

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 2 pages) citing how your specific skills, knowledge and experience to date relate to the role specification and requirements set out here.
- And a one page letter outlining why you would like to work with the Culture Company and which parts of our work you are most interested in.

Completed applications should be sent by email only to

recruitment@dublincitycouncilculturecompany.ie with "Creative Engagement Programme Manager" in the subject line. Applications received after the closing date and time will not be accepted. **Closing date for this application is Friday, 18 February 2022.**

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. It is envisaged that interviews would be held during the week beginning 28 February 2022, subject to government guidelines;

these may be online or in person. It will not be possible to provide application process feedback to unsuccessful applicants.

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.

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 according to developing public health guidelines in relation to Covid 19. 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 connect people and communities through culture and conversation. When people feel connected to their local area they feel safer and stronger, and are healthier.

The work of the Culture Company spans across numerous creative, research and engagement programmes including *The National Neighbourhood*, *Cultural Audit and Map*, *Culture Connects* and *Your Tenement Memories*. In addition to its city-wide work, the Culture Company operates two cultural buildings, 14 Henrietta Street and Richmond Barracks.

You can read more about the programmes of the Culture Company here www.dublincitycouncilculturecompany.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.richmond Barracks.ie

Ends