

Recruitment Call for Creative Engagement Programme Manager

We are seeking to recruit a Creative Engagement Programme Manager

Closing date for applications: Wednesday 19 January 2022

About the position

We are seeking to recruit a Programme Manager to support the work of the Creative Engagement Department at managerial level.

Reporting to the Head of Creative Engagement and working closely with the wider team, the Programme Manager will lead the efficient management and development of our creative engagement programmes, helping us achieve our ambitious aims to connect the citizens of Dublin through culture and conversation.

Within this key role in the department, you will build supportive and collaborative relationships with citizens, communities, cultural partners and artists, and further develop creative programmes which embed cultural experiences and increase cultural participation throughout Dublin's neighbourhoods.

About the role

Function and role specification

The duties of the Programme Manager will include:

Team management

- Line management of Creative Engagement Coordinators and other contractors as required, ensuring ongoing structured support and development of best practice in the delivery of creative engagement activities
- Ensure relevant team member compliance with all financial, contractual, HR and legal requirements
- Work with the Head of Creative Engagement to coordinate induction training, skills-based training and any policy-based training as required for the team

Artist engagement & support

- Source and oversee the work of artists and other cultural practitioners in delivery of co-creation projects across numerous Creative Engagement programmes
- Develop excellent working relationships with artists and ensure they are supported in their work with us
- Gather and review feedback from artists, facilitators or cultural practitioners (based on templates and other supporting materials) for documentation and development of the process, and for promotion of evolving projects
- Contribute to the creative content that will underpin the development of programmes and projects

Partnership & stakeholder management

- Develop, sustain and strengthen relationships with partners and stakeholders, at all times acting as an advocate to ensure partners understand the impact of our work together and how we can add value to what they do
- Optimise development opportunities for partners including Dublin City Council partners, National Cultural Institution partners and community partners equally

Engagement & participation development

- 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
- Engage proactively with other Culture Company team members in relation to new opportunities

Project management & administration

- Work collaboratively to successfully deliver and manage a range of co-creation projects across programmes, which are innovative and inspirational
- Ensure compliance with all financial, contractual, legal and Health and Safety requirements and that any resulting events or projects take place within a secure and safe environment in line with our policies (such as our Working Alone Policy and Event Safety guidelines) and government guidelines on safety protocols regarding Covid-19
- Provide plans, budgets, reports as necessary for the company and our partners
- Provide detail on marketing and promotional opportunities that arise from projects; supporting Public Relations and public awareness campaigns throughout
- Develop a legacy plan for all projects and keep it in mind at each stage of the project cycle

Role requirements

The ideal person for this role will have:

- A minimum of 3 years experience in a similar role
- Previous experience of line management/supervision or team leadership
- Evidence of an in-depth understanding and experience of developing successful community-led projects in collaboration with artists or other cultural practitioners
- 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 GSuite
- Excellent communication and interpersonal skills
- An understanding of the work of Dublin City Council Culture Company and its 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 lead a project, to work independently, and to work to deadlines, with flexibility around working hours
- An instinctive ability to think creatively - to try, fail, learn, and try again

Position summary

Post Title:	Creative Engagement Programme Manager, Dublin City Council Culture Company
Post Status:	Fixed Term Contract for 2 years, a 6 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, Engagement department and the communications and administration teams.
Salary:	€39,000 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 two 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 Wednesday, 19 January 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. Interviews will be held during the week beginning 31 January 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

14 Henrietta Street

We protect, share and add to the cultural life of the city. We tell stories, make connections and uncover history. 14 Henrietta Street is a social history museum of Dublin life, from one building's Georgian beginnings to its tenement times. We connect the history of urban life over 300 years to the stories of the people who called this place home.

We bring to life the stories of the humans who passed through the house, their changing circumstances, their experience of family life, of politics, and the impact of world affairs. By listening and talking with visitors, historians, local residents and their families and through the knowledge of others, the museum continues to discover new stories, gathering memories and adding to the museum's collection and visitor experience.

14 Henrietta Street is an award winning museum, receiving a European Union Prize for Cultural Heritage with a special mention in the conservation category and was winner of the Best Conservation / Restoration Project and Best Overall Project Winner Best Conservation / Restoration Project categories at the 2018 RIAI Irish Architecture Awards 2018.

Since opening the museum has been shortlisted for the prestigious Mies van Der Rohe Award 2019 (EU Prize for Contemporary Architecture) and the Irish Georgian Society Architecture Conservation Awards 2019 and was winner of Experience Council of Europe / Europa Nostra's European Heritage Days Stories Award 2020 and the Silletto Prize at the 2020 European Museum of the Year Awards.

You can read more about 14 Henrietta Street at 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.richmondbarracks.ie

Ends