

Recruitment Call for Culture Connects Programme Coordinator at Richmond Barracks

We are seeking to recruit a Culture Connects Programme Coordinator

Closing date for applications: Friday 20 September 2024

About the position

[Richmond Barracks](#) is a building of historical importance located in Inchicore, Dublin 8. 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.

The Culture Connects Programme Coordinator will support the coordination, administration, and development of our cultural engagement and creative programme activities at Richmond Barracks and across the company as required.

Working with the Culture Connects Programme Manager within the Creative Engagement 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

Your main tasks in this role will include:

Engagement and 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 community groups, and potential participants.
- Welcome and engage with participants and audiences at Culture Connects workshops and activities and act as a central contact point for the programme.
- Support community groups and participants to develop their cultural participation, including referral to other cultural opportunities as relevant, in line with their ambitions, interests and needs.
- Work with the Engagement team to develop opportunities at Richmond Barracks as part of our Culture Club programme.
- Ensure all programmes are accessible and inclusive.

Programme coordination

- Support the planning and scheduling of Culture Connects workshops and activities, ensuring their smooth running by working efficiently and effectively with other team members as needed.
- Gather and share information for all events, workshops and public-facing activities, ensuring that the Engagement team, venue teams and Communications team are aware of planned activity in a timely way and have what they need to support programming within their own areas of work.
- Support the Culture Connects Programme Manager with documenting activities and projects, and contribute to the creation of briefs for photographers and videographers.
- 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).

Curatorial support and project development

- Support the Programme Manager to develop and curate programming, ensuring all Culture Connects activities are relevant and responsive.
- Engage with and support the work of artists and other cultural practitioners to develop excellent working relationships and ensure they are supported in their work with us.
- Collect feedback and supporting materials from artists and facilitators, for documentation and promotion of evolving projects.
- Engage proactively with other Culture Company team members in relation to new opportunities.
- Work with the Programme Manager and suppliers to support artists, communities and participants with the production of creative outputs.

Programme administration

- Support the Programme Manager with the day to day administration of the Culture Connects programme.
- Maintain a database of relationships and record relevant events and workshops onto Insightly CRM, ensuring all required information is correctly captured and complies with our Data Protection guidelines.
- Upload and manage bookings for events and workshops using our Ticketsolve ticketing platform as required.
- Provide plans and reports as necessary for the company and our partners.
- Collect feedback from participants and audiences using templates provided.

Role requirements

Essential criteria:

- An interest in cultural participation and an understanding of the work of Dublin City Council Culture Company and its ambitions.
- A minimum of two years' experience of related or similar tasks within the cultural, creative or community sector.
- An ability to plan, organise and support delivery of a programme, to work independently to deadlines, with a high level of attention to detail and effective use of our IT systems.
- A track record of engaging positively and building supportive relationships with a range of people, artists or organisations.
- Excellent communication skills, interpersonal skills and active listening.

Position summary

Post Title:	Culture Connects Programme Coordinator, Dublin City Council Culture Company
Post Status:	Fixed Term Contract (full-time, five days per week, Tuesday-Saturday), 3 years, a 6 month probationary period applies. Some evening and weekend work may be required.
Location:	Richmond Barracks, Inchicore, Dublin 8
Reports to:	Culture Connects Programme Manager
Key relationships:	Creative Engagement team, Engagement team, Visitor Experience team, and the communications and operations teams.
Salary:	Full time salary of €34,811 per annum
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.

Other benefits:	Other Employee benefits include 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. Please see PDF download for more details.
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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)
- A one-page letter citing your specific skills, knowledge and experience relevant to the role details outlined in this recruitment notice.

Completed applications should be sent by email only to recruitment@dublincitycouncilculturecompany.ie with "Culture Connects Programme Coordinator" in the subject line. Applications received after the closing date and time will not be accepted. **Closing date for this application is Friday 20 September 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. We envisage that any resulting first round interviews will be held during the week beginning 30 September.

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. Candidates who are invited for an interview will receive the interview questions and/or tasks in advance to allow everyone to prepare fully for the interview. 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.

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.](#)

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

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.

In addition to its city-wide work, with programmes such as [The National Neighbourhood](#), [Culture Club](#), Culture Connects, the Dublin City Council Culture Company operates two cultural buildings: [14 Henrietta Street](#) and Richmond Barracks. It also runs informational programmes and research such as [Culture Near You](#) and others.

Ends