

## **Dublin City Council Culture Company: Culture Connects Programme Coordinator (<https://www.activelink.ie/node/110658>)**



### **Title: Culture Connects Programme Coordinator at Richmond Barracks, Dublin 8**

**Employer:** Dublin City Council Culture Company

**Location:** Richmond Barracks, Inchicore, Dublin 8, D08 YY05

**Hours of Work:** 37.5 hrs p/wk, Tuesday to Saturday

**Salary:** €34,811

**Closing date for applications:** Friday 20 September

### **SUMMARY**

We are seeking to recruit a Culture Connects Programme Coordinator for Richmond Barracks, Dublin 8. This is a full-time role, working Tuesday to Saturday on creative and community engagement programming.

Richmond Barracks (<https://www.richmondbarracks.ie/>) is a building of historical importance located in Inchicore. It is home to a library, garden, cafe and [Culture Connects](https://www.richmondbarracks.ie/about/culture-connects/) (<https://www.richmondbarracks.ie/about/culture-connects/>), a programme of cultural activities that celebrate the experiences and interests of the local communities and people. For more information see [www.richmondbarracks.ie](http://www.richmondbarracks.ie) (<http://www.richmondbarracks.ie>).

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.

### **Your main tasks in this role will include:**

- Engagement and participation development
- Programme coordination
- Curatorial support and project development
- Programme administration

For a full job description and outline of these tasks, please see the PDF attached or visit our website at <https://www.dublincitycouncilculturecompany.ie/news/recruitment-call-culture-connects-programme-coordinator-august-2024> (<https://www.dublincitycouncilculturecompany.ie/news/recruitment-call-culture-connects-programme-coordinator-august-2024>).

### **Role requirements:**

#### **Essential criteria - you should have:**

- 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.

For details on the salary, holiday allocation, generous employee benefits and more, please visit

<https://www.dublincitycouncilculturecompany.ie/news/recruitment-call-culture-connects-programme-coordinator-august-2024>  
(<https://www.dublincitycouncilculturecompany.ie/news/recruitment-call-culture-connects-programme-coordinator-august-2024>)

## Application details:

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

- Your CV, including the names and contact details of two referees. Please note that referees will not be contacted without prior consent.
- 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 emailed to [recruitment@dublincitycouncilculturecompany.ie](mailto:recruitment@dublincitycouncilculturecompany.ie)

(<mailto:%20recruitment@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.

Please visit the job description on our website for full details:

<https://www.dublincitycouncilculturecompany.ie/news/recruitment-call-culture-connects-programme-coordinator-august-2024>  
(<https://www.dublincitycouncilculturecompany.ie/news/recruitment-call-culture-connects-programme-coordinator-august-2024>)

### Region

Dublin 8

### Date Entered/Updated

4th Sep, 2024

### Expiry Date

20th Sep, 2024

### Attachment

[Recruitment Notice - Culture Connects Programme Coordinator - September 2024.pdf](#)

### Size

82.41  
KB

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**Source URL:** <https://www.activelink.ie/vacancies/interest-groups/110658-dublin-city-council-culture-company-culture-connects-programme-coordinator>