

## Mountains to Sea dlr Book Festival 2012

### School and Family Events Curator's Brief

Dún Laoghaire-Rathdown County Council invites applications for the curation of a programme of school and family events at Mountains to Sea dlr Book Festival which will take place in September 2012. The school and family events are an integral part of the festival. We are seeking a creative enthusiastic person with a strong background in books for children and young people and experience in programming events or festivals. The closing date for applications is Friday the 23<sup>rd</sup> of September at 12 noon.

Subject to funding the curator of the school and family events will also be required to curate a cultural programme aimed at children and teenagers for dlr Libraries for the period January 2012 until the end of December 2012.

It is envisaged that there will be three curators for Mountains to Sea dlr Book Festival, one for the Primary Programme, one for Poetry Now and one for the Family and Schools Programme.

The 2011 Mountains to Sea Festival takes place September 1-11<sup>th</sup>.  
See [www.mountaintosea.ie](http://www.mountaintosea.ie)

#### Background

Mountains to Sea dlr Book Festival

Mountains to Sea dlr Book Festival honours the unique literary landscape of Dún Laoghaire-Rathdown by providing opportunities for the public to hear the very best of Irish and international writers read from their work. Literary fiction is at the heart of Mountains to Sea dlr Book Festival but events cover an array of genres. The aim of the festival is to engage the public with a quality literary event that has at its core the meaningful engagement between author and audience.

In addition to the core events of author readings and interviews other, strictly non-literary events, have been part of previous programmes

(i.e. political cabaret, musical events, book swaps, children's picnics, etc). In 2011 a series of writing workshops have been introduced.

Uniquely for an urban book festival the town of Dún Laoghaire offers an opportunity to create a festival atmosphere using a variety of locations that range in capacity from 50–500. These include the Pavilion Theatre, County Hall, Joyce's Tower, the East Pier, Royal St. George Yacht Club, the Royal Marine Hotel, etc. The Mill Theatre in Dundrum is also used as a venue for the Schools Programme, in order to accommodate schools situated in that side of the county.

The Family and Schools Curator will report to a designated person within the Library or Arts Services and work with a festival team made up of relevant County Council employees (including the Festival Director) and an event management team. The Festival Director reports to a Festival Steering Committee.

The key elements of the festival are:

- A strong local dimension with writers from Dún Laoghaire-Rathdown taking part in events;
- A strong international dimension;
- A programme of family events;
- A programme of events for schools;
- Events celebrating writers who have a historical connection with the county;
- In 2012 for the first time dlr Poetry Now will become another integral strand within the festival.

Mountains to Sea dlr Book Festival is committed to providing a strong programme of events for children, families and schools, and to catering for all ages, from toddlers to teenagers, and their parents. Events to date have included an author lunch, a literary family quiz, a picture book picnic, author events for schools including an Irish language event, and creative writing and cartoon workshops.

Authors who have been part of Mountains to Sea dlr Book Festival Family and Schools Programme include Roddy Doyle, Eoin Colfer, Darren Shan, Derek Landy, Cathy Cassidy, Judi Curtin, P.J. Lynch, Alex Scarrow, Tommy Donbavand, Meg Rossoff, Patrick Ness, Oliver Jeffers, Dermot Bolger, Marita Conlon-McKenna and Kate Di Camillo.

## Curator's Role

The Family and Schools Curator is responsible for curating the schools programme within the Mountains to Sea dlr Book Festival. S/he is also responsible for curating a programme of family events. The curation is to be sympathetic with the overall Mountains to Sea dlr Book Festival Programme.

The curator will have overall responsibility for:

- Selection and curation of the participating national and international authors and facilitators;
- Negotiation of fees and schedules within an assigned budget;
- Writing text for the Family and Schools Programme at Mountains to Sea for the brochure and website in conjunction with the Mountains to Sea Festival Team;
- Assisting with the PR and marketing strategy;
- Liaising with the Mountains to Sea Director and other event curators regarding venues and schedules;
- Attending meetings with the Festival Team on a regular basis;
- Working to raise the profile of the school and family programmes both publicly and within the media;
- Attending the festival and liaising with the participants throughout the festival;
- Where required giving press interviews;
- Introducing the school and family readings at the festival;
- Other creative duties as they arise.

The Curator will liaise primarily with a designated person within the Library or Arts Services and will have a close working relationship with the other Festival Curators, the Festival Director and the Mountains to Sea Festival Team. The Festival Team (which will include an event management company) will be responsible for administration of the festival including co-ordination of the accommodation, transport, technical, award, pr and marketing requirements and liaison with the venues. Mountains to Sea dlr Book Festival is produced and funded by Dún Laoghaire-Rathdown County Council with support from The Arts Council.

Subject to funding the curator will also organise a year long cultural programme aimed at children and teenagers, to take place in dlr Libraries. The curator will liaise with a designated person in the Library Service and the programme may include but is not limited to courses,

workshops, readings, competitions or performances, and may require liaising with primary and secondary schools in the county.

Mountains to Sea dlr Book Festival will take place over approximately ten days in September 2012 and the Family and Schools Programme will consist of:

Family Readings: **Approximately 6 family readings or events (the number of events may vary depending on the budget);**

Schools Readings: **Approximately 5 schools readings or events (the number of events may vary depending on the budget);**

Workshops: **3 workshops for children, young people or families.**

Children's Author Lunch: **A lunch for children age 9+ with an author hosting each table.**

#### Provisional schedule of engagement

The Curator will be engaged from October 2011 until the end of September 2012 with a suitable time schedule to be agreed. It is envisaged that the role will require a part-time commitment throughout the duration of the contract.

The Curator will be engaged initially for one year. At its discretion the Council may engage the Curator for an additional two years at the same remuneration. If the number of events to be programmed increases substantially during this time the fee would increase to an amount agreed by both parties.

#### Remuneration

The fee is €5,000 for the curation of the Schools and Family Programme for Mountains to Sea. This includes the curator's fee, all VAT and expenses.

An additional fee of €3,000 (subject to funding) will be paid for the annual programme for the Library Service. This also must include the curator's fee, all VAT and expenses.

Payments will be made in two installments, one upon signing of a contract and the second upon completion of the work.

All necessary withholding tax and tax clearance requirements must fulfilled before any payments are issued.

Please note that non-VAT registered service providers may be liable for Professional Services Withholding Tax.

### Child Safety Policy

Dún Laoghaire Rathdown County Council is currently in the process of developing a Child Protection Policy. In the interim Mountains to Sea has developed Child Protection Guidelines. The successful applicant will be required to:

- a) undertake a short introductory session re: Child Protection Guidelines and Procedures
- b) sign a declaration form
- c) agree to adhere to the Arts Council guidelines around photographing children and young people (please refer to the Arts Council website, Guidelines for taking and using images of Children and Young People in the Arts Sector, March 2009)

### Selection Criteria and Process

Applications will be evaluated using the following criteria:

- 1) Curatorial Abilities and Experience 70%  
(This may include but is not limited to an ability to programme readings and events for schools and families, a knowledge of the children's and young people's publishing community within Ireland and internationally and an ability to build relationships).
- 2) Organisational skills 30%  
(This may include but is not limited to managing logistics, managing budget and an ability to work independently and as part of a team etc)

Applicants must score a minimum of 35 out of 70 under the first criteria, 15 out of 30 for the 2<sup>nd</sup> criteria and over 75% in total in order to be short-listed. Short-listed applicants will then be invited to attend an interview on the week starting October 17<sup>th</sup> 2011.

### Summary Timeline

Application deadline:

Fri 23<sup>rd</sup> of Sept at 12 noon

Shortlisting:	October 2011
Interviews:	Week starting October 17th
Curator starts work	October 2011
Programme of events finalised	End of May 2012
Festival	September 2012

### Application

Please submit four typed copies of the following:

- An expression of interest;
- A curriculum vitae;
- Two written references;
- An outline of curatorial approach to the Family and Schools Programme for Mountains to Sea (maximum 3 A4 pages);
- An outline of curatorial approach to the programme of events for children and teenagers for the Library Service (maximum 3 A4 pages);
- Two detailed examples of your work on previous projects (such as a festival or conference) including budget.

The deadline for receipt of applications is Friday the 23<sup>rd</sup> of September at 12 noon

Late applications and applications by e-mail will not be accepted.

Applications should be sent to:

Senior Executive Officer, Corporate Services, County Hall, Marine Road, Dún Laoghaire, Co. Dublin, to arrive by the deadline stated above.

Queries

Please refer any queries to Oonagh Brennan at [obrennan@dlrcoco.ie](mailto:obrennan@dlrcoco.ie)

Please note that Dún Laoghaire-Rathdown County Council reserves the right not to appoint if none of the applications received are deemed to be suitable or funding is not secured. In this instance Dún Laoghaire-Rathdown County Council reserves the right to pursue a different procurement process.

[www.mountainstosea.ie](http://www.mountainstosea.ie)