

Mountains to Sea dlr Book Festival 2012

Primary Curator's Brief

Dún Laoghaire-Rathdown County Council invites applications for the role of Primary Curator at Mountains to Sea dlr Book Festival which will take place in September 2012. We are seeking a creative enthusiastic person with a strong literary background and significant experience in programming events or festivals. The closing date for applications is Friday the 23rd of September at 12 noon.

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 1-11th.
See 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 Primary Curator

will report to the Festival Director and work with a festival team made up of relevant County Council employees 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 past writers who have a historical connection with the county;
- In 2012 for the first time Poetry Now will become another integral strand within the festival.

In a very short space of time the Mountains to Sea dlr Book Festival has established itself on the Irish literary calendar. Among the authors who have been part of the Mountains to Sea programme (including 2011) are Paul Auster, Sebastian Faulks, Paul Murray, Maeve Binchy, Sebastian Barry, Melvyn Bragg, Jennifer Johnston, Michael Ondaatje, Emma Donoghue, Joseph O'Connor, Robert Coover, Kate Atkinson, Paul Howard, Patrick Gale, Sadie Jones, Alex Miller, John Carey and Richard Flanagan. It is our intention to grow both the Festival and its reputation.

Curator's Role

The Primary Curator will be responsible for curating Mountains to Sea dlr Book Festival excluding the schools, family and poetry strands (these strands will have separate curators).

The curator will have overall responsibility for:

- Selection and curation of the participating national and international authors and contributors and selecting and organising all event moderators;
- Negotiation of fees and schedules with publishers, agents, authors and contributors, within an assigned budget;
- Developing and delivering all aspects of the primary festival programme with the approval of the Festival Director;

- Taking the lead role in co-ordination of the programme with the other two curators;
- Writing text for the Mountains to Sea brochure and website in conjunction with the Mountains to Sea Festival Team;
- Assisting with the PR and marketing strategy;
- Liaising with the Festival Director, and other event curators regarding venues and schedules;
- Liaising with the Pavilion Theatre regarding PR and ticketing;
- Attending meetings with the Festival Team on a regular basis;
- Working to raise the profile of Mountains to Sea dlr Book Festival both publicly and within the media;
- Attending the festival and liaising with the authors and contributors throughout the festival;
- Introducing readings and events at the festival;
- Moderating events if required;
- Where required giving press interviews;
- Other creative duties as they arise.

The Curator will liaise primarily with the Festival Director and will have a close working relationship with the other Festival Curators 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, 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.

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

Readings: Approximately 40 readings and events (each reading may involve 1 –3 authors) from national and international authors and contributors. Events may include lectures, panel discussions, author lunches, etc (the number of readings and events may vary slightly depending on the budget);

Irish Language Event: There must be at least one high quality reading or event in Irish.

Keynote Address: A high profile, intellectually stimulating keynote address to celebrate the county's literary heritage;

Workshops: Approximately seven writing workshops.

Associated Events: 3-5 events that will be organised by external groups/organisations as part of the Mountains to Sea programme

(these could include political debates, theatrical performance, musical events, etc)

Guest Curators: One or two guest curators may be identified by the Curator, Festival Director or Festival Committee to curate small discrete strands of the programme that deal with specialist areas. This is funding dependant and an additional budget would be allocated to cover their fees. The Primary Curator for the Festival will assist and work with these guest curators.

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. It is expected that the Primary Curator will be in a position to begin work immediately on appointment, or shortly thereafter.

The Curator will be engaged initially for one year. At its discretion the Council may seek to 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 of €23,000 should include the curator's fee and all VAT. Payment will be made in three installments, one upon signing of a contract, the second in February 2012 and the third upon completion of the festival.

An additional €2,000 will be available for expenses. These will only be paid upon submission of receipts and with prior approval from the Festival Director.

All necessary withholding tax and tax clearance requirements must be 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. In the advent that the successful applicant is working directly with children and/or young people s/he 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, an ability to critically read new work, strong writing skills, a knowledge of the literary community within Ireland and internationally, an ability to build relationships, an ability to engage in public speaking).

- 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 2nd 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 17th 2011.

Summary Timeline

Application deadline:	Fri 23 rd of Sept at 12 noon
Shortlisting:	October 2011
Interviews:	Week starting October 17 th
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 (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 23rd 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 Tim Carey tcarey@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