



Call out for event facilitators in dlr Libraries 2023-2025

Closing Date for Submissions: Friday 25 November 2022 at 12 noon

Introduction

dlr Libraries, on behalf of Dún Laoghaire-Rathdown County Council (DLRCC), are delighted to announce an opportunity for **authors, artists, musicians, lecturers, experts, facilitators, STEAM practitioners, workshop leaders and enthusiasts** to submit proposals for events for dlr Libraries during the period 2023-2025, as part of our mission to provide free, accessible, inclusive and quality library services, to facilitate learning, and to fulfil the potential of our diverse and changing communities.

Events encompass workshops, talks, courses, shows, productions, classes, exhibitions and any other creative enterprises envisioned as a possibility within a public library context. This includes programming in-person as well as virtual or hybrid events. Venues will be dlr Library spaces in the main, but may also include outreach locations, such as schools, community centres, day and long-term care settings and public outdoor spaces in the County.

In particular, we would like to hear from practitioners currently engaged in ICT, STEAM and Digital Literacy programmes for children, teens, adults, older adults, and families, as we look to programme for the LexIcon Lab in Dún Laoghaire and our other library spaces, making use of our growing suite of smart technology resources.

Given the importance of and interest in Climate Action, Environmental and Sustainability issues, we welcome submissions from practitioners and educators in those fields, in raising awareness of energy conservation, recycling, biodiversity and the preservation of wildlife species.

We'd also like to receive applications from those involved with curating physical exhibitions, who would like the opportunity to exhibit in dlr LexIcon, Dún Laoghaire in addition to our other library spaces. We are looking for a range of submissions from small community groups, private individuals, as well as large agencies, of high-quality exhibitions with local, national or global themes, niche and broad visual and educational appeal.

As well as proposals suitable for local and national festivals/initiatives such as Seachtain na Gaeilge, Bealtaine, Children's Book Festival, Festival of Inclusion, Healthy Ireland at Your Library, Maths Week, Science Week, Right to Read

Literacy Campaign etc., we invite proposals for a broad range of one-off events, series of themed talks/events, or more long-term projects with outputs.

The range and scope of these festivals/initiatives will evolve over the lifetime of the Call Out e.g. Skills for Life umbrella programme and Ireland Reads. Our events programme must align with the objectives of the DLR Library Development Plan 2021-2025, all national Library Strategies and other Government strategies e.g. Creative Ireland Programme 2023-2027.

Projects can include artistic, cultural and educational forms and target user groups can be children, young people, adults, users with disabilities or additional needs and intergenerational audiences. We also welcome proposals promoting the use of the Irish Language, and those that promote/raise awareness of other cultures or community groups living in the County.

Proposals will be selected both from artistic/cultural and educational areas of interest, highlighting the demand for both within dlr Libraries. Creative practitioners and facilitators that are successful in their application will be selected for a panel for use and events will be programmed accordingly from Spring 2023 – Winter 2025 inclusive. Upon agreement between all parties, this period may be extended for a further period of twelve months.

*For more information about dlr Libraries, visit our website:
www.libraries.dlrcoco.ie*

Areas of interest (examples are by no means comprehensive)

Artistic/Cultural:

Architecture, circus, dance, film, literature, storytelling, promotion of Irish language and culture, reader engagement, music, opera, theatre, traditional arts, visual arts and crafts.

Educational:

Books & literature, literacy & numeracy, STEAM (science, technology, engineering, art & maths), creating in the digital space, using information technology, e-learning, health and well-being, local history & genealogy, general knowledge, climate action, sustainability & the environment, visual exhibitions.

The target user groups include the following:

Children (0 -11yrs)

Young Adults (12 - 17yrs)

Adults

Special needs groups

Intergenerational audience

Interested applicants may apply for all areas of interest (artistic/cultural and educational) and all user groups. Evidence of experience with a variety of user groups is an advantage.

The Application

Please apply via email with the following attached:

- **Curriculum Vitae** detailing *relevant* experience working with the target groups/audiences over the past 5 years. This should highlight an outline of your interest in working with one or more of the target audiences listed and relevance of this opportunity to your work to date.

Please indicate if you are a registered/accredited member of a professional organisation which may be a prerequisite to work on certain programmes e.g. Healthy Ireland at your Library.

Include 2 referees (name and job title of referees related to your professional practice. Referees will be contacted only after shortlisting. (Max 2 A4 pages)

- **Overview** of proposed event/project/exhibition/initiative (Max 2 A4 page)
- **email applications to: libraryculture@dlrcoco.ie and include the subject line: 'Facilitator callout 2023'**

Deadline for receipt of applications: Friday 25 November 2022 at 12 noon

- Applications received after the deadline of **Friday 25 November 2022 at 12.00 noon** will not be accepted under any circumstances
- All queries via email to: libraryculture@dlrcoco.ie

Selection criteria

Suitable candidates will be shortlisted as follows:

- Relevant experience/expertise/interest in engaging with the target audience groups (Marks will be awarded out of 50)
- Feasibility of the proposed project/initiative. This will be based on proposed project and budget (Marks will be awarded out of 50)

Remuneration

In accordance with Revenue's *Code of Practice on Determining Employment Status* (July 2021), all event facilitators will be assessed and paid (i) via Purchase Order or (ii) via the dlr Payroll system. Candidates should make

themselves familiar with the 5 main criteria for assessment in the Code of Practice and must comply with all Revenue and DLRCC requirements in relation to procurement, tax and Vat matters.

Child Protection

In accordance with the national Child Protection Guidelines Section 11 of the Children First Act 2015, the selected candidate will be required to follow child protection procedures as specified in the *Dún Laoghaire-Rathdown County Council Child Safeguarding Statement* (June 2021) and can be subject to Garda Vetting by DLRCC. In accordance with national child protection policy, awarded recipients working with children must have a child protection policy, proper procedures and a child safeguarding statement in place.

Insurance

Under certain circumstances, there may be a requirement for a risk assessment to be carried out by the facilitator and submitted in advance, which may require personal insurance cover.

Freedom of Information

The provisions of the Freedom of Information Act 2014 apply to Dún Laoghaire-Rathdown County Council. Applicants should state if any of the information supplied by them is confidential or sensitive and should not be disclosed to a request for information under the aforementioned Act. Applicants should state why they consider the information to be confidential or commercially sensitive.

GDPR

All information provided for this Call Out will be held in line with Dún Laoghaire-Rathdown County Council's (DLRCC) Data Protection Policies and will remain in the sole ownership of DLRCC. Information supplied in the application will only be used by DLRCC and the local services involved for the purposes of administering and managing this Call Out and will not be retained after the period of the Call out has ended. You may withdraw your consent to the retention of the information relating to your application at any point by sending an email to libraryculture@dlrcoco.ie.

DLRCC reserves the right not to select if none of the applications received are deemed to be suitable. In this instance, Dún Laoghaire-Rathdown County Council reserves the right to pursue a different procurement process.

