

The Big Scream 2018

North East Inner City (NEIC) Halloween Festival

Festival Director - Contract for Service

Background

The Big Scream is the north east inner city (NEIC) community Halloween festival with an ethos of community engagement, participation and empowerment at its core. 2018 will be the third year of the festival which has been created by and for the local community, led by community and youth projects based in the area. The festival aims to bring the communities of Sheriff Street, Ballybough and Sean MacDermott Street together to celebrate Halloween in alternative creative ways in a safe, family friendly and fun environment. The original idea for a festival came from Dublin City Council (DCC) in 2016 who identified the need for larger community wide events to provide diversion from some of the anti-social behaviour that had become associated with Halloween. Prior to 2016, there had been locally based initiatives but nothing area-wide. DCC approached Dublin City Community Co-Op (local SICAP Implementer) who has a number of member organisations in the north east inner city area, to take on the lead role in developing and managing the festival, with the financial support of DCC under the North East Inner City Initiative.

With input from community and youth groups, as well as local residents, and the support of statutory agencies such as An Garda Síochána, Dublin Fire Brigade and Dublin City Council, a festival has evolved in the NEIC and in 2017 a series of lead-in events were held, culminating in a large scale outdoor public event on Halloween itself.

The festival is managed through a Steering Committee made up of local community and youth projects in the NEIC area as well as DCC. The festival is funded by the Government under the Dublin North East Inner City Initiative. All events are further supported in kind by local youth and community organisations, statutory agencies and volunteers.

The Big Scream Festival 2018

The Big Scream Steering Committee, consisting of representatives of the participating groups is now seeking to engage the services of a Festival Director, on a Contract for Service basis, for the planning and delivery of the 2018 Festival.

Festival Director Role

The Festival Director will be engaged on a Contract for Service basis by Dublin City Community Co-Op or its nominated member organisation and will work under the direction of the Big Scream Steering Committee. The role of the Festival Director will be to manage all operational and administrative matters relating to the planning, organising and delivery of the Festival. He/she will also lead on artistic and creative content which will be developed through consultation with the community, childcare, schools and resident and youth groups involved in the project. The Festival Director will be required to work in tandem with an Events Management Company to be contracted separately to provide event management planning services in accordance with **Dublin City Council – Guidelines for Event Organisers** in relation to outdoor public events.

Main Responsibilities of the Festival Director

- Overall management of all festival operational matters and associated administrative processes, including budgetary control, within an agreed festival budget and timelines.
- Lead on artistic and creative content of festival programme.

- Engagement of all contractors, artists and suppliers required for various festival elements.
- Maintenance of all relevant records and documentation including compliance with Health & Safety legislation.
- Preparation and presentation of regular progress reports and updates in whatever format may be required by the Steering Committee and attendance at Steering Group meetings.
- Active engagement and consultation with participating youth projects, community groups, local residents and businesses, schools, An Garda Síochána, Dublin City Council and other agencies or personnel involved in the festival.
- Regular on the ground meetings and interaction with community groups, youth workers, artists etc. to review and monitor progress throughout planning, organising and delivery phases.

Note: Flexibility will be required as some meetings/activities will take place outside normal business hours.

- Organise PR, communication and promotion of the festival.
- Be present on-site and available as a point of contact for the duration of the festival events, including event wrap up activities.
- Participate in a de-brief meetings and co-operate fully in any post-event evaluation reporting or analysis to be carried out by Dublin City Community Co-Op post festival within an agreed timeframe.

Person Specification

The Festival Director will be required to have:

- A supportive and empowering management style with the ability to inspire and motivate others.
- Experience of working with community groups and youth projects.
- Experience of producing arts related spectacle and/or public event management planning.
- Strong organisational and administrative skills, including project management experience.
- Strong communication and I.T. skills.
- Experience in budgeting and financial reporting.
- Experience in project scheduling and coordination in a creative/artistic role.

Period of Contract: mid June 2018 – mid November 2018

Particulars of contract

The Festival Director will be engaged on a Contract for Service basis i.e. will be self-employed. He /She will not be an employee of Dublin City Community Co-Op or of the Big Scream Steering Committee and the contract will not come within the scope of employment legislation.

The contracted Festival Director will have responsibility to manage his/her own tax affairs and file appropriate tax returns; maintain their own insurance cover and comply with all relevant health & safety legislation.

A flexible commitment of the following hours is required:

- a minimum of 17.5 hours per week from mid June – June 30th, the months of July and August and the first 2 weeks of November 2018.
- a minimum of 35 hours per week for both September and October 2018.

The successful candidate must produce a Tax Clearance Certificate before the contract for service is signed off. Invoicing arrangements will be agreed with the successful contractor following the award of contract. All payments under the contract will be by Electronic Funds Transfer and will be conditional on the contractor being in possession of a valid tax clearance certificate at all times.

Serviced office accommodation will be provided at ICON, 22 Lower Buckingham Street, Dublin 1 for the duration of the contract.

Remuneration

The budgeted fee for the Festival Director role is €12,000 inclusive of all taxes. The budget for Festival programme and production costs, excluding the Festival Director fee is in the region of €120,000.

Child Protection and Welfare

As the role will involve working with children the contracted Festival Director will be required to make an application to be vetted by An Garda Síochána National Vetting Bureau under the provisions of The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. See Info. at <https://vetting.garda.ie/>

Application for contract

To apply please submit the following:

- A short cover letter outlining your interest in the Festival Director role.
- A CV summarising your qualifications and relevant experience demonstrating how you meet the above requirements (including the names and contact details of two referees).

Please email the above to neicbigsscream@gmail.com with 'Festival Director Contract' in the subject line. The closing date for applications is 4pm on Tuesday 8th May 2018. Applications will be acknowledged by email.

Applicants may be shortlisted, on the basis of the information supplied in the application, as part of the selection process and only short listed candidates will be invited to interview.

Interviews will be held on Tuesday 15th May at a location in the North East Inner City.

Links to Useful Information

Big Scream Festival Facebook

<https://www.facebook.com/search/top/?q=the%20big%20scream%20neic%20halloween%20festival>

SICAP

<http://drcd.gov.ie/community/sicap/>

Dublin City Council – Guidelines for Event Organisers

[https://www.dublincity.ie/sites/default/files/content/RecreationandCulture/Events/Documents/DCC EventOrganiserGuidance.pdf](https://www.dublincity.ie/sites/default/files/content/RecreationandCulture/Events/Documents/DCC%20EventOrganiserGuidance.pdf)

Child Safeguarding – A Guide for Policy, Procedure and Practice

http://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf

HSE Child Protection and Welfare Practice Handbook

http://www.tusla.ie/uploads/content/CF_WelfarePracticehandbook.pdf