

Dublin City Council

ARTISTS' PANEL 2011

Dublin City Council Arts Office is currently seeking enthusiastic, motivated and skilled artists to join their Artists' Panel 2011.

Dublin City Council will consider applications from artists from all arts disciplines – architecture, circus, dance, literature, film, music, opera, theatre, visual arts, traditional arts and animation – to work in a range of different settings in all areas of the city which will include once off and medium term projects with people of all ages in many different contexts including:

- Children's Art in Libraries Programme.
- Dublin City Council's arts programme as part of the Bealtaine Festival (national Festival celebrating creativity in older age).
- Arts in schools.
- Youth/ Community/ neighbourhood festivals and events.
- The Red Stables Summer and Christmas Arts Programmes.
- The LAB Gallery Arts Programme.
- Music workshops as part of the Northside Music Festival.

Our key objectives in developing an Artists' Panel are:

- Achieving quality provision of arts and cultural services in the city
- Ensuring equality of public access to and participation in the arts, particularly throughout Dublin city neighbourhoods
- Supporting the established and emerging artist through the arts programme

Artists are asked to submit the following:

- Application Form
- Documentation of work (up to 3 projects)
- Any special requirements, for example in terms of Access.

Please note:

-This is not a public art panel

- A place on the panel is not a guarantee of work.
- Application Form and Guidelines are available on request from Victoria Kearney, Dublin City Arts Office
T. 01 222 7843 E.victoria.kearney@dublincity.ie
- Shortlisted applicants will be invited to attend for interview.
- Successful applicants will be subject to Garda Clearance.
- Successful applicants will be required to supply a Tax Clearance Certificate and Public Liability Insurance Certificate.
- The Panel is primarily for use by the Arts Office, but may also be extended for use by other divisions of Dublin City council as requirements arise

Deadline for applications is **Monday 31st January 2011**

Artists' Panel Application 2011,

Dublin City Council Arts Office, The LAB, Foley Street, Dublin 1.

(No email or faxed applications accepted)

APPLICATION FORM GUIDELINES & SELECTION CRITERIA

Please read the application form guidelines as they are designed to clarify the information needed about you and your arts practice in making a fair assessment of your application.

SECTION A - Applicant Details

1-10 Basic information on applicant.

SECTION B - Applicants Experience

11-15 More detailed information on experience, facilitation, communication skills of applicant and supporting documentation.

Additional Information

16-20 For information purposes only but will not be included in the criteria when making selection.

SELECTION PROCEDURE

The criteria below are the assessment criteria the panel will use when considering your application.

Criterion: Eligibility Requirements

Rule: Candidates must complete and sign attached declaration regarding Article 45 of Directive 2004/18/EC. Candidates to whom any of the circumstances listed in Article 45 (i) of EU Directive 2004/18/EC apply will be excluded from further participation in the competition. Candidates to whom any of the circumstances listed in Article 45 (ii) of EU Directive 2004/18/EC apply may be excluded from further participation in the competition.

Criterion: Insurances

Rule: You must submit confirmation that the following insurances are in place – Public Liability (6.4 million) You must submit a statement confirming that should you be awarded any contract(s), you are willing and able to raise your insurance cover to this level (in cases where the existing cover level is lower) and that you will maintain this level for the duration of any contract(s) awarded Public liability insurance must be in place 7 days prior to commencement of any work undertaken for Dublin City Council.

Criterion: Tax Clearance Certificate

Rule: You must submit a valid Tax Clearance Certificate or must submit a signed statement that the company and all proposed sub-Consultants (if applicable) are able to produce a valid Tax Clearance Certificate or C2 Certificate, and that valid certificates will be maintained for the duration of the project.

Criterion: Evidence of Relevant Qualifications

Rule: You must submit details of educational and professional qualifications of the applicant.

Criterion: Experience working in different settings

Rule: You must submit evidence of working in settings with formal/informal education, community, special needs, healthcare, young people and children.

Criterion: Previous Experience with evidence of ambition and innovation of work

Rule: You must submit details of successful delivery of at least 3 projects ranging from one off workshops and/or extended workshop programme to extended residency programmes and the value of the project showing quality of ideas and dynamism in your approach, the precise services supplied and how the project was managed

Criterion: Client References

Rule: Contact details of 3 clients that may be contacted on a confidential basis in relation to these projects must be submitted. Details should include names, addresses, and telephone numbers.

Additional Information:

Only those applications meeting the above qualifying criteria will be considered for inclusion in the panel.

Applications will be assessed by an expert panel including members of the Arts Service team.

Shortlisted Applicants will be invited for interview to clarify information supplied in application.

**Dublin City Council
ARTISTS' PANEL 2011**

APPLICATION FORM

SECTION A - Applicant Details

1. _____
Applicant's Name
2. _____
Full Postal Address
3. _____ Telephone 4. _____ Mobile
5. _____ Email 6. _____ Website

Please confirm the following is attached with your application

7. Completed & signed Article 45 Declaration attached _____ Yes _____ No
8. Tax Clearance Certificate/ signed statement regarding same attached _____ Yes _____ No
9. Evidence of Public Liability Insurance (cover of 6.4 million) _____ Yes _____ No
If no, public liability insurance must be in place 7 days prior to commencement of any work undertaken for Dublin City Council.
10. Would you also be interested in work as an _____ Yes _____ No
Assistant Artist, at Asst. Artist hourly rate,
from time to time?

11. Artistic Discipline		ANIMATION	
ARCHITECTURE		MUSIC	
CIRCUS		OPERA	
DANCE		THEATRE	
LITERATURE		VISUAL ARTS	
FILM		TRADITIONAL ARTS	

SECTION B – Applicants Experience

12. Applicants Qualifications

13. Experience in working with formal/informal education, community, special needs, healthcare, young people, children

14. Supplementary Material giving a **brief** outline of 1-3 projects you have worked on and your methodology, with up to 3 images per project highlighting elements that you found to be particularly interesting. (Maximum 200 words per project)

15. References available from three clients. Please include contact details.

a)

b)

c)

Additional Information:

16. Driving Licence _____ Yes _____ No

17. Child Protection Training _____ Yes _____ No

18. Health and Safety Training _____ Yes _____ No

19. Irish Speaker _____ Yes _____ No

20. Other Languages please state _____

APPLICANT STATEMENT

I have completed all relevant sections of this application form and confirm that all information provided is truthful and accurate.

Name (Printed): _____

Signature: _____

Date: _____

Please Note:

If you wish to have material returned please include an appropriately sized, stamped, addressed envelope in your application and indicate those items you wish returned.

Completed Applications, with relevant accompanying material must be submitted in **hard copy NO LATER THAN 5pm Monday 31st January 2011** to:

Artists' Panel Applications 2011
Dublin City Council Arts Office,
The LAB, Foley Street,
Dublin 1

Please ensure you have read the Guidelines and completed the form in full before submitting your application. **(No email or fax applications accepted)** 4

Dublin City Council – ARTISTS’ PANEL 2011

TERMS AND CONDITIONS 2011

1. Dublin City Council Arts Office reserves the right not to engage artists from the panel.
2. Work may take place during unsociable hours.
3. Dublin City Council Arts Office is responsible only for the payment of work it has specifically assigned and agreed in advance with the artist.
4. **Payment:** €50 per contact hour/€20 per preparation hour (number of hours to be agreed with Arts Office in advance of programme). This rate applies to ‘one-off’ workshops. An extended workshop programme rate will need to be negotiated on a project by project basis.
5. **Assistant Artist:** Applicants may indicate on their application form if they wish to be considered for artists’ assistant work from time to time. Assistant Artist rate is €20 per hour.
6. After appointment to the panel, artists are required to sign Confidential Declaration Form
7. After appointment to the panel artists are required to read and sign Guidelines on Health and Safety for Dublin City Council Arts Office
8. After appointment to the panel artists are required to read and sign Code of Conduct and policies of employment for Dublin City Council Arts Office.
9. Artists on the panel are required to attend induction and training in Dublin City Council Arts Office.
10. The lifetime of the panel is 1 year. The Arts Office reserves the right to contract artists outside of the panel for special projects. The 31/01/11 deadline is for administrative purposes only and applicants can apply for placement on the panel at any stage during the year. Additions to the panel will be reviewed on a quarterly basis.
11. Dublin City Council Artists Panel is subject to the Freedom of Information Act.

DECLARATION (as per Article 45 of Directive 2004/18/EC & Regulation 53 S.I. 329 of 2006)

THIS DECLARATION, DULY COMPLETED AND SIGNED, MUST BE SUBMITTED BY ALL CANDIDATES/TENDERERS

Name of Candidate: _____

Address: _____

Country: _____

Please tick Yes or No as appropriate to the following statements relating to the current status of your organisation.

Article 45 (1)

1.a) The Candidate, a Director or Partner has been convicted of being a member of a criminal organisation.

Yes [] No []

1.b) The Candidate, a Director or Partner has been found guilty of corruption.

Yes [] No []

1.c) The Candidate, a Director or Partner has been found guilty of fraud.

Yes [] No []

1.d) The Candidate, a Director or Partner has been found guilty of money laundering.

Yes [] No []

Article 45 (2)

2.a) The Candidate is bankrupt or is being wound up or its affairs are being administered by the court, or has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations.

Yes [] No []

2.b) The Candidate is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.

Yes [] No []

2.c,d) The Candidate, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata or been guilty of grave professional misconduct in the course of their business.

Yes [] No []

2.e,f) The Candidate has not fulfilled its obligations relating to the payment of taxes or social security contributions in Ireland or any other State in which the Candidate is located.

Yes [] No []

2.g) The Candidate has been guilty of serious misrepresentation in providing information to a public buying agency.

Yes [] No []

The Candidate has contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application.

Yes [] No []

THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE CANDIDATE'S ORGANISATION

I certify that the information provided above is accurate and complete to the best of my knowledge and belief.

I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in future tenders.

SIGNATURE _____

[Signature must be that of a Director/Principal]

DATE: _____

NAME _____

TEL: _____

POSITION _____

FAX: _____