

Contract Specification

Job Title: Project Manager – August Craft Month Pilot 2021

Reporting To: Head of Innovation & Education

Duration: June to September 2021 (30 days over 3 months)

Contract Type: Independent Contractor

DCCI Background:

The Design & Crafts Council Ireland (DCCI) is the national agency for the commercial development of Irish designers and makers, stimulating innovation, championing design thinking and informing Government policy. Our vision is that Ireland is recognised and valued for its culture of design and craft. DCCI's activities are funded by the Department of Enterprise, Trade and Employment via Enterprise Ireland. DCCI currently has 57 member organisations and over 3,200 registered clients.

Contract Purpose:

August Craft Month 2021 are now looking for a creative energetic project manager, problem solver, storyteller and trouble-shooter who can support the August Craft Month Advisory Group and lead on the delivery of a successful August Craft Month Pilot Project.

Background:

In response to the groundswell of interest and participation in Irish craft, August Craft Month 2021 has been formed. It is a centralised events listing platform that will create a directory of crafts events happening around the country in August, connecting the public with the craft community. It extends from the success of ventures including Cork Craft Month and August Craft Month Northern Ireland, offering opportunities for craft makers to promote their work and the craft sector in a variety of ways. Exhibitions, open studios, workshops, pop-up shops, talks and demonstrations are just some activities that could be listed.

The first year and a pilot year, August Craft Month aspires to be an event that celebrates all things craft and design. Building on the success of Cork Craft Month and August Craft Month NI, there is an opportunity to showcase the wealth of talent and skill. The aspiration is to build opportunities for making, seeing, collecting, buying and learning about contemporary and heritage craft. August Craft Month is a condensed opportunity where both new and emerging makers are championed. It brings together makers, communities, families, cross-generation, organisations, collectors, and enthusiasts, to build awareness about the value of the craft tradition in Ireland. August Craft Month encourages demonstrations, exhibitions, open studios, markets, meet the maker events, craft retail events, talks, online events, physical events, social media takeovers, studio trails and craft tourism.

Essential Functions/Responsibilities:

Project Management (Pre-August Craft Month):

1. Work with August Craft Month Advisory Group (DCCI Staff, Cork Craft and Design and Craft NI) to deliver appropriate communications that encourage Craft Makers, Craft Guilds, Craft Societies and Craft Networks to organise covid compliant in-person craft related events and online events.
2. Manage, edit, approve and publish Craft Events listings page on August Craft Month Website
3. Work with Head of Innovation and Education DCCI to develop Terms of Reference to undertake a feasibility study on developing National Craft Month 2022 and beyond. Support administration of tendering process.

Project Management (During August Craft Month):

1. Organise agreed communication aspects
2. Support Craft Community with operational questions & answers
3. Ensure that August Craft Month Website is up to date and respond quickly if there are issues identified

Applications to:

- Ms. Terre Duffy, Head of Innovation & Education by email to terre@dcci.ie

- Please email your CV and a 2-page cover letter addressing your ability to deliver, referencing previous project management roles.
- Also quoting your daily contract fee for 30 days' work for spread across June / July / August.
- The subject reference of your email should be: Project Manager August Craft Month.
- Deadline for receipt of applications is 12 noon on Friday 11th June 2021.
- Please confirm that you have the availability to start during w/b 22nd June.