



Open Call: Expressions of Interest for Dance Programme Coordination Services in Fingal.

Fingal County Council Arts Office invites expressions of interest from suitably experienced individuals for the coordination of a pilot youth dance programme in county Fingal. The successful applicant will support and implement a new dance programme for children and young people in Balbriggan, North County Dublin.

The contract is from October 2025 to October 2026 with the option to extend by agreement for a second and third year.

Background

Fingal County Council Arts Office (FAO) has formed a partnership with the Dublin Youth Dance Company (DYDC) to address the development of new and accessible high-quality opportunities in contemporary dance for children and young people from a diverse range of cultural, ethnic and socio-economic backgrounds.

Research has identified Balbriggan town for this pilot due to the scale of investment and redevelopment underway, along with its rapidly growing young and diverse population. The programme aims to empower young people in Balbriggan to express themselves creatively, enhance their quality of life and promote positive outcomes across physical, mental and social wellbeing.

Pilot Youth Dance Programme

A Dance-in-Schools' Programme (DIS) aimed at 5th class primary school pupils will be piloted for a 3-year period, starting in February 2026. Two schools will participate annually.

- The annual programme will consist of a 12-week course in each participating school. Classes will cover dance technique, choreography, creative dance improvisations, and preparation for performances.
- The programme will be delivered Feb-May each year, with a flexible schedule based around key dates in the school term, holidays and other school commitments.
- It is envisaged that the full 5th class group of each school will participate in the programme, and if a school has multiple 5th class groups, provision will be made to ensure all pupils can participate and that class sizes are kept within a manageable size.
- There is potential for an end of year performance for pupils and their guardians at each school.

A **One-Week Summer Dance Intensive Project** is proposed to provide further opportunities for particularly interested young dancers to engage on a deeper level with dance practice. It would also provide an opportunity for young people from different schools to meet and dance together in an inclusive and welcoming environment outside school.

Youth Dance Bursaries will also be available for young Fingal dancers to reduce barriers to participation with DYDC's core activities. Bursaries connected with the DIS Programme will be available for dancers enrolling in DYDC's Junior Ensemble.

The summary below indicates the **general range of services envisaged under this contract:**

- Act as the lead coordinator in the development of the youth dance programme, working closely with FAO, DYDC, schools, dance teachers, venues and stakeholders.
- Coordinate the schools' selection under the guidance of FAO, facilitating a transparent and equitable process.
- Prepare MoUs between FAO and Schools ensuring compliance with Child Protection, Health & Safety and Insurance requirements.
- Support the production and promotion of end of year performances.
- Coordinate the Summer Intensive Programme and Bursary programme.
- Coordinate the professional documentation of activities.
- Ensure promotional material aligns with FAO and DYDC branding and communication strategies.
- Maintain clear records of activities and participants.
- Lead ongoing monitoring and evaluation to track progress and impact.
- Ensure a good working relationship with FAO, DYDC, participating schools, dance teachers and stakeholders.
- Provide regular reports to FAO, attend scheduled meetings, and promptly address any issues that may arise.
- Identify strategies to ensure accessibility and support future scalability.

Project Contract Term: This position is publicly advertised as a contract for services from October 2025 to October 2026, with the option to extend by agreement for a second and third year.

The application process consists of two-stages.

Stage 1: Expressions of interest should be sent to: Julie Clarke, Youth & Education Officer, Fingal Arts Office, Fingal County Council: julie.clarke@fingal.ie

Stage 2: Procurement via Electronic Request for Quotation (ERFQ)

Stage 1: Expression of Interest

Applicants are invited to submit an expression of interest of no more than 3 A4 pages that demonstrates a clear understanding of the requirements of Fingal Arts Office for this contract, including:

- Relevant experience in cultural administration and/or project coordination.
- Proven track record in project documentation, monitoring and evaluation.
- Understanding of dance in its different modalities and styles.
- Knowledge of dance developments across the island of Ireland, including current trends and opportunities.
- A clear and considered approach to shaping and delivering the programme.
- Details of any added value the applicant can bring to the project.
- A proposed timeline outlining key milestones, including an estimate of the number of days required for service delivery.
- A daily rate for service delivery.

Selection Criteria 100 Marks

1. Resourcing of the Project, 35 Marks

Applicants must provide sufficient information to enable Fingal Arts Office to determine their suitability as specified in the requirements. Applicants must demonstrate their capacity and experience level required to fulfil the service.

2. Methodology, Approach and Quality of the Delivery of Services, 35 Marks

Applicants must detail their proposed methodologies and processes that will enable them to effectively deliver the range of services required.

3. Total Cost, 30 Marks

Applicants are required to outline their cost proposal, inclusive of VAT and any additional expenses.

Stage 1 Expressions of interest should be sent to: Julie Clarke, Youth & Education Officer, Fingal Arts Office, Fingal County Council: julie.clarke@fingal.ie

Timeline

Closing date for Stage 1 Queries: Friday 15th August

Closing date for Stage 1 Expressions of Interest: Tuesday 9th of September

Stage 1 Assessment date: Week of 15th September

Stage 1 Notifications: Week of 22nd September

Other Information

1. The Selection Panel

The Selection Panel whose decision is final will be composed from the following: Fingal County Council Arts Office and Dublin Youth Dance Company.

2. Garda Vetting and Child Protection

It is a legal requirement that all persons working with children, young people and vulnerable people, are subject to Garda Vetting. The successful applicant will be Garda Vetted by Fingal County Council Arts Office.

3. Insurance

The successful applicant will be required to hold valid public liability insurance at the time of contract signing, with Fingal County Council named as an indemnified party.

4. Tax Clearance certificate

We reserve the right to seek a Tax Clearance certificate.

5. Freedom of Information

The provisions of the Freedom of Information Act 2014 apply to Local Authorities. Applicants should state if any of the information supplied by them is confidential or sensitive and should not be disclosed in response to a request for information under the Act. Applicants should state why they consider the information to be confidential or commercially sensitive. Submission from applicants will be kept for twelve months for the purpose of documenting the selection process and ensuring transparency of the selection process.

