



Kilkenny County Council  
Comhairle Chontae Chill Chainnigh

## REQUEST FOR QUOTATION

Kilkenny County Council

**Subject of Quotation:**

Programme Coordinator to co-develop and deliver a stimulating and cohesive artistic and cultural programme in Kilkenny as part of Ireland's Presidency of the EU.

**Key Dates:**

Issue Date

21st April 2026

Closing Date for Queries

28<sup>th</sup> April 2026

Closing Date for Quotations

1<sup>st</sup> May 2026 at 12 noon

**Contact for Queries:**

[mary.butler@kilkennycooc.ie](mailto:mary.butler@kilkennycooc.ie) Arts Officer or [regina.fitzpatrick@kilkennycoco.ie](mailto:regina.fitzpatrick@kilkennycoco.ie) Heritage Officer

## 1 ABOUT THE CONTRACTING AUTHORITY

### 1.1 The Contracting Authority

Kilkenny County Council, herein after referred to as the Contracting Authority, is the authority responsible for this procurement.

Further information is available at our corporate website <https://www.kilkennycoco.ie>

Arts Office <https://kilkennyartsoffice.ie/> Heritage <https://kilkennyheritage.ie/>

It is the policy of the Contracting Authority to encourage participation by Small and Medium Enterprises (SMEs) in this competition.

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

## 2. SCOPE OF REQUIREMENT

### 2.1 Background Information and Specification of Requirements

#### Programme Overview

In the context of Ireland's Presidency of the EU, Kilkenny County Council proposes a dynamic cultural programme designed to elevate and expand well-established and highly regarded arts, heritage and cultural events across the county during the EU Presidency period. Building on the strong foundations of flagship moments such as **Heritage Week**, **Culture Night**, and other local cultural initiatives, this programme will introduce new layers of engagement, visibility, and community participation.

The programme will showcase the best of Kilkenny's artistic and cultural life—both traditional and contemporary—while embedding a meaningful European dimension through collaboration, exchange, and shared cultural experiences.

#### Aims and Objectives

The programme aims to:

- Enhance and expand existing, much-loved arts, heritage and culture events across Kilkenny.
- Introduce new opportunities for public engagement, participation, and cultural discovery.
- Amplify what already works by building on established festivals, venues, and community networks.
- Deepen local impact through inclusive, accessible, and community-centred programming.
- Ensure flagship cultural moments become even more meaningful for diverse audiences.
- Highlight the EU Presidency Culture Programme and strengthen awareness of Ireland's role in Europe.
- Promote and facilitate engagement between communities across Kilkenny and our paired Romanian partners

#### Programme Outcomes

The programme should deliver - High quality celebratory arts heritage and culture events which provide:

- A strong sense of local identity, pride, and cultural belonging.
- Increased participation from residents and visitors across all age groups.
- Greater visibility for the EU Presidency Culture Programme in Kilkenny.
- Enhanced visibility and opportunities for local artists and arts and creative practitioners.
- A more vibrant, connected arts and cultural ecosystem.

- Potential longer-term engagement that extends beyond the Presidency period

### **Role Summary**

The Coordinator / Administrator will provide essential administrative, logistical, and coordination support to the Creative Producer in the planning and delivery of Kilkenny County Council's EU Presidency cultural programme (June–December 2026).

The role focuses on ensuring continuity, organisation, and smooth day-to-day operations across the programme events, which will include Culture Night, Heritage Week, and other tbc events in the libraries, and potential other public-area programming.

### **Reporting & Working Relationships**

The Coordinator will work in close partnership with the Creative Producer and liaise with relevant local authority staff, artists, facilitators, venues, and external partners.

The Coordinator will report to:

- Mary Butler, County Arts Officer
- Regina Fitzpatrick, Heritage Officer
- Josephine Coyne, County Librarian

### **Primary Responsibilities**

- Provide administrative and logistical support across all programme elements.
- Assist with scheduling, timelines, task coordination, and record keeping.
- Support budget tracking, contracts, permissions, and payment administration.
- Coordinate communications between the Creative Producer, relevant local authority staff, artists, venues, and external partners.
- Assist with event delivery planning, including venues, equipment, access requirements, staffing, and on-site coordination.
- Support marketing and publicity activity in collaboration with the Creative Producer and relevant local authority staff.
- Assist with compliance requirements including health & safety, insurance, and statutory approvals.
- Support monitoring, evaluation, and data collection throughout the programme.
- Contribute to final reporting, including attendance figures, documentation, and imagery

### **Timeline**

- Commencement: May 2026
- Programme delivery: June – December 2026
- Key dates:
  - Heritage Week: 15–23 August 2026
  - Culture Night: Friday 18 September 2026
  - Others TBC

The appointment is expected to commence in May 2026 and run through the EU Presidency cultural period.

**Indicative programme delivery window** – June – December 2026

**Culture Night:** Friday 18<sup>th</sup> September 2026

**Heritage week:** Saturday, August 15<sup>th</sup> to Sunday, August 23<sup>rd</sup> 2026

## **PERSONAL SPECIFICATION**

### **Essential Requirements**

- A minimum of three years' experience of working in this field
- Strong organisational and administrative skills.
- Experience supporting arts, culture, heritage and community-based events.
- Excellent communication and coordination skills.
- Ability to manage multiple projects and deadlines.
- Understanding of accessibility, inclusion, and public engagement
- Background in engaging with the public through arts events
- Understanding of how Arts, Heritage and Libraries provide audiences and communities with access to high-quality arts experiences
- Proven skills in evaluating and monitoring projects
- Highly motivated, with strong time management skills and a track record of meeting tight deadlines
- Availability to be on site for the full duration of the events.
- Availability for evening and weekend work and on-site presence during events.
- Own transport required.

### **Desirable**

- Qualification in Arts administration
- Knowledge and understanding of equal opportunities
- Familiarity with and awareness of a wide range of art forms and media
- Proficiency in using social media platforms effectively

### **Application by**

- Cover letter, outlining relevant experience for the role
- Curriculum vitae

**Fee not to exceed €3,000**

**Please submit 1 PDF document. Maximum size of 5mb**

**The deadline for receipt of applications is May 1<sup>st</sup> at 12noon**

- Applications to be emailed to [ann.carroll@kilkennycoco.ie](mailto:ann.carroll@kilkennycoco.ie)
- Subject line in e-mail: **EU Presidency COORDINATOR**

**Candidates may be called for interview based on shortlisting**

**This project is funded by Culture Ireland and produced by Kilkenny County Council**

**Insurance and Tax:** The successful applicant will be responsible for all taxes which arise from any payment by Kilkenny County Council of the agreed fee including and without prejudice the generality of this provision, all income tax and VAT.

The successful applicant must provide Kilkenny County Council with proof of public liability insurance to the value of €6.5 million.

**Payment** - will be made in installments with final payment made on receipt of programme report

**APPLICATION ASSESSMENT**

- Quality of proposed approach
- Relevant experience
- Alignment with programme aims
- Value for money

**Insurance and Tax:** The successful applicant will be responsible for all taxes which arise from any payment by Kilkenny County Council of the agreed fee including and without prejudice the generality of this provision, all income tax and VAT.

The successful applicant must provide Kilkenny County Council with proof of public liability insurance to the value of €6.5 million.

**Review of Performance**

A quality service is required under this contract. Therefore, performance will be continually monitored over the term of the contract. Cost competitiveness, performance, quality of service and turnaround time will be the main criteria for measuring performance.



*1A Request for Quotation*