



**Invitation to Tender for Literature Programming services for  
Bealtaine Festival 2024- 2026  
Closing date for receipt of tender: 5pm, Thursday April 6<sup>th</sup> 2023**

**Introduction**

Age & Opportunity

Age & Opportunity is the national organisation that provides a range of opportunities for older people who want to get more involved in arts and culture, sport and physical activity, civic engagement and personal development.

Our aim is to inspire people aged 50+ to live a dynamic life where they can be more active, more visible, more creative and more connected.

Age & Opportunity Arts provides opportunities for older people to be more creative more often, to create meaningful participation and representation for all older people in cultural and creative life and to demonstrate and celebrate how our creative potential can improve with age.

Bealtaine

Bealtaine is Ireland's national festival celebrating the arts and creativity as we age. As its name suggests, the festival takes place each May and is run by Age & Opportunity. As a co-operative festival, Bealtaine works on two parallel and interdependent strands, the festival that is curated and run through the offices of Age & Opportunity and the festival that is curated and run locally.

The literature programmer will contribute to the festival that is curated and run through Age & Opportunity and aims to address and target particular policy issues such as those outlined below – areas of work which may not otherwise be addressed.

Integral to the role of the festival is that of advocate – that the festival informs programmes nationally and that we keep the arts and artists at the centre of Bealtaine, connecting communities with artists and working with national resources such as arts officers, arts centres, and producers.

Bealtaine Festival aims:

- Nurturing the greater participation and representation of older people in the arts;
- Celebrating older artists and highlighting the creativity and potential of older people;
- Platforming the diversity of older age;

- Supporting organisations to deliver their own events;
- Nurturing solidarity between generations.

Bealtaine Festival objectives:

- Creating an inclusive and welcoming Festival in a wide variety of settings and locations with a wide variety of events;
- Challenging expectations of a Festival celebrating older age;
- Nurturing the participation of organisations and communities around Ireland;
- Platforming and reflecting on key issues impacting on age through projects and discussions.

### Literature at Bealtaine 2024- 2026

Age & Opportunity is seeking tenders from key individuals or organisations with an interest and background in literature programming in a participatory arts context, to work on Bealtaine 2024 – 2026. We wish to appoint a literature programmer from June 2023– June 2026. This appointment is subject to Age & Opportunity’s Arts Council funding and contracts can only be renewed on a year by year basis.

The purpose of this process is to recruit a Programmer who will work with the Artistic Director of the festival to select, develop, manage and promote the literature programme of the Bealtaine Festival 2024- 2026.

There are various models of working as a Programmer for Bealtaine such as selecting pre-existing work for inclusion in the festival programme, inputting into a co-production project with a production partner, and devising and managing an original event for Bealtaine. It is expected that the Literature Programmer would use different models to develop a Bealtaine programme, as appropriate to resources and capacity available.

Specifically, the Literature Programmer is required to:

- Under the direction and guidance of the Arts Programme Manager (Bealtaine Festival Artistic Director) assist in delivering 2-3 literature projects for 2024.
- Work with sourced co-production partners in the delivery of these literature projects.
- Liaise and manage the communications with all literature partners, artists and creative collaborators.
- Input into and provide written detail on literature for any funding application and for the festival programme.
- For subsequent years, devise, programme and creatively plan 2-3 literature events for Bealtaine 2025 and 2026.
- Under the direction and guidance of the Arts Programme Manager, budget and financially plan for literature events for 2023 – 2026, including those involving partners and where box office is concerned.
- Develop written agreements in relation to all partnerships entered into by Age & Opportunity (unless otherwise specified) and any artists/organisations.
- Write the relevant printed programme copy and supply information to the Communications Manager on the literature events to the deadlines agreed.

- Liaise with the Arts Programme Manager and festival team and any other Age & Opportunity staff throughout the process as requested.
- Attend Programming /Curatorial and Miscellaneous meetings as and where necessary.

### Fee for this contract

The budget for this contract is a maximum of €4,000- €5,000 annum each year for the three years inclusive of all costs. Normally work and fees would be apportioned on a daily basis and travelling costs would be determined on a case by case basis. This budget is subject to the availability of funding. Age & Opportunity Arts's typical daily rate is €300 including VAT.

### Literature Budget

The literature budget ranges from €3,000 to €5,000 depending on additional funds raised.

### Tender requirements

The tender should provide the following information:

- 700-word proposal outlining literature ideas and concepts (ideally based on 2-3 events) for Bealtaine 2024;
- A CV;
- Current Tax Clearance Detail;
- An outline of any added value or additional information you think is relevant.
- Fee proposal in Euro (€) inclusive of VAT and all expenses. A breakdown of total costs should be provided.

### Tax Clearance

The successful applicant must be in possession of a valid tax clearance certificate for the duration of the contract. Such a valid tax clearance certificate from the Irish Revenue Commissioners must be produced by a successful applicant before execution of the contract. A valid tax clearance certificate means a tax clearance certificate issued by the Irish Revenue Commissioners, and applicants not resident in Ireland must make application to the Irish Revenue Commissioners for such a certificate if their expression is to be considered.

### Insurance

The successful applicant must produce valid public liability insurance and indemnify Age & Opportunity.

## Selection Criteria

Expressions will be evaluated on the information provided. Expressions received will be marked out of 100 as follows:

Award Criteria	Weighting %
Proposed process and framework for delivery of programmed events	20
Demonstrated understanding of the brief	20
Experience and track record of Programmer	30
Proposed costs	30
Total	100

Based on the above criteria, you may be asked to meet with Age & Opportunity on the week beginning 17<sup>th</sup> April online via Zoom.

Age & Opportunity shall notify you as soon as reasonably practicable and in any event by 28<sup>th</sup> April.

Closing date for receipt of tenders: 5pm on Thurs 6<sup>th</sup> April.

Please submit your tender to:

Margaret Roe, HR Manager, at [margaret.roe@ageandopportunity.ie](mailto:margaret.roe@ageandopportunity.ie)

Late applications will not be accepted.

### **Equality, Human Rights and Diversity**

In line with the Public Sector Equality and Human Rights Duty, and in line with our core funders, Age & Opportunity is committed to ensuring that we take positive policy measures and commitments to promote equality of opportunity for all those living in Ireland, regardless of their gender, sexual orientation, civil or family status, religion, age, disability, race or membership of the Traveller Community. Furthermore, we note the ground of socioeconomic background as a further basis for which equality of opportunity must be guaranteed. As such, we ask our contractors to honour this commitment in the choices and decisions made during the course of this contract.

**Safe To Create**

Age & Opportunity has a Dignity at Work and Bullying and Harassment Policy and is in the process of signing up to the Arts Council's Safe To Create initiative. We encourage you to familiarize yourself with Safe To Create. Further details are available on [www.safetocreate.ie](http://www.safetocreate.ie)

**Funded by**

