



## Job Description

<b>Job Title</b>	Partnerships and Planning Manager
<b>Department</b>	Barbican Centre – Music
<b>Grade</b>	D
<b>Location</b>	Barbican Centre
<b>Responsible to</b>	Artistic Hires and Planning Manager
<b>Responsible for</b>	N/A

### Purpose of Post

To develop, negotiate, organise and implement the Barbican Centre's artistic and commercial hire concert programme, and to maintain and enhance the Barbican's standing as a world class multi-arts venue, in conjunction with the Artistic Hires and Planning Manager.

To be the main planning contact for Barbican artistic partners including, but not restricted to: Associate Orchestra (BBC Symphony Orchestra), Associate Ensembles (Britten Sinfonia and Academy of Ancient Music), Associate Producer (Serious Ltd), and Guildhall School of Music and Drama, and other artistic partners as may be agreed with the Head of Music.

To negotiate and maintain the Barbican allocation of arts rental dates in Milton Court Concert Hall with Guildhall School, and to act as the Milton Court date allocation diary holder. To maintain a long-term overview of Milton Court Concert Hall activity, scheduling dates for internal stakeholders, Resident/Associate groups and external promoters, within agreed scheduling, technical, staffing and budgetary parameters.

### Main Duties & Responsibilities

#### *Artistic hire concert programme*

1. To be the key contact for Barbican for artistic hire/rental programme planning in the Barbican and Guildhall School, in conjunction with the Artistic Hires and Planning Manager.
2. To determine suitability of artistic hire concert proposals and to explore and develop programming ideas the Head of Music, the Director of Music at the Guildhall School of Music and Drama, and the programming team, aligned with the artistic vision of the Barbican and Guildhall School ensuring the reputation of both organisations is being maintained.



3. To ensure that a proactive artistic hire policy maximises the opportunities to build new and develop existing rental and artistic partnership relationships.

***Partnership and artistic hire opportunities across Barbican, Milton Court Concert Hall and beyond***

4. To cultivate a creative and entrepreneurial approach when dealing with artistic hire proposals; proactively contribute suitable programming and planning ideas in order to develop and maximise the artistic opportunities within the Barbican Centre, Guildhall School of Music and Drama and beyond
5. To research potential rental, collaborative or co-promotion opportunities for inclusion in the programme, making recommendations to Head of Music, GSMD Director of Music and programmers;
6. To attend programming meetings, concerts and events where necessary in order to assess suitable projects or artists, in order to develop and cultivate excellent relationships with partners, promoters, artists and agents;
7. To field any general and non-art form specific performance requests at the Barbican or Guildhall School. To be responsible for ensuring that such proposals are effectively and appropriately dealt within the organisation.

***Relationship Management***

8. To cultivate excellent relationships with promoters, artists, producers, agents, artistic organisations, creative practitioners and venues in London and UK. To continually benchmark standards and working practices against these organisations.
9. To be the primary point of contact for season planning for the Associate Orchestra (BBC Symphony Orchestra), Associate Ensembles (Britten Sinfonia and Academy of Ancient Music), Associate Producer (Serious Ltd) and other key artistic partners as identified by the Head of Music. To identify any operational and planning issues that may arise, bringing them to the attention of the relevant people at the Barbican for resolution.
10. To instigate, issue and maintain all Associate agreements and contracts. To lead on negotiations to produce new Associate or partnership agreements and contracts as specified by Head of Music.
11. To work closely with the Head of Music and the Director of Music at Guildhall School on determining the ideal mix of programme at Milton Court (classical, contemporary, own promotion, rental etc.), identifying potential changes in activity levels, areas for development, and making recommendations on maximising artistic impact and commercial opportunities;



12. To be a key point of contact for requests for new collaborative and partnership working. To work with the Head of Music and Director of Music at the Guildhall School of Music and Drama to develop and refine this area of activity.

#### ***Contractual / Rates / Administrative***

13. To work closely with the Head of Music and Finance in order to set future hire fee structures across all venues for Associates and artistic partners as agreed by the Head of Music. To issue regular communications to inform all parties of new rates.
14. To work with the Guildhall School of Music and Drama to negotiate the arts rental hire fee structure for Milton Court Concert Hall, including costings for sessions and recordings. To formulate and revise rate-cards and disseminate information to stakeholders and promoters on a regular basis.
15. To take all reasonable precautions possible in working with new and existing promoters to establish financial status and accountability before entering into binding contractual agreements.
16. To effectively oversee the Milton Court Concert Hall rental contract system and the Box office set-up procedure. Supervise the Concerts Planning Assistant to ensure on-sale dates are adhered to and artistic hire concert contractual paperwork and financial settlements are delivered to the Barbican's satisfaction and to clients' expectations.
17. To enable promoters to maximise their sales outlets and opportunities by working closely with marketing and media relations and where necessary, attend relevant Music Projects Team (Music, Marketing and Media) meetings to discuss forthcoming artistic hire issues.

#### ***Milton Court Concert hall scheduling / concerts planning information***

18. To maintain a long-term overview of Milton Court Concert Hall arts rental date allocation and scheduled events. To ensure that both the Barbican and the School's artistic and commercial aspiration can be achieved within agreed scheduling and budgetary parameters.
19. To liaise closely with the Head of Administration and Head of Performance Venues at GSMD, and with Barbican production team, to ensure that set-ups, sound-checks, rehearsals, concerts, recording sessions, tunings and get outs are scheduled successfully in Milton Court Concert Hall within agreed tenancy times.
20. To be aware of programming throughout the Barbican and Milton Court Concert Hall when placing Milton Court artistic hire enquiries, and ensure that potential clashes in artist or repertoire are discussed with the promoter and artists and resolved in a timely manner.
21. To attend monthly Milton Court planning meetings and table up to date artistic hire reports, bringing any artistic or operational issues to the forum for discussion. To attend other regular



Milton Court liaison meetings, including Front of House/Back of House meetings as necessary, to represent the Barbican arts rental programme.

22. To oversee the use of Artifax, the Barbican's venue management system, and to be responsible for the accuracy of all booked arts rental MC Hall activity. As a Centre Artifax 'Superuser', to promote best practice throughout the Music department and to maintain centre-wide protocol adherence.
23. Wherever possible, to identify, develop and codify working practice and communication of concerts planning information, to enable more efficient cross-arts and inter-organisational working.

### ***Financial Management***

24. To work closely with Finance and the Head of Music to manage and monitor the annual Milton Court Concert Hall arts rental income targets.
25. To report and explain any variances to agreed budgets or activity levels; attend monthly BPS meetings in order to report on artistic rental income and associated expenditure for Milton Court Concert Hall. Cultivate an excellent working relationship with the Music Management Accountant and Assistant Management Accountant and communicate any re-forecasting necessary on the receipt of the monthly budget position statement.
26. To work with Finance and the Head of Music to contribute to the annual budget-setting process and agree financial targets for artistic rental activity in Milton Court Concert Hall. To manage the timely submission of proposed Milton Court arts rental concert activity for the annual budget bid.
27. To maintain existing finance databases and ensure they are fully up to date in order to ensure effective reporting of budget positions by Finance. To work closely with Finance and IT to create new and adaptable reporting tools to effectively monitor artistic hire budgets.

### ***Other***

28. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
29. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
30. To undertake any other duties that may reasonably be requested by the Head of Music appropriate to the grade.



## Person Specification

<b>Job Title</b>	Partnerships & Planning Manager
<b>Department</b>	Barbican Centre – Music
<b>Grade &amp; Level</b>	D
<b>Trent Position Number</b>	05B0298/001

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

### **Professional Qualifications / Relevant Education & Training**

- Educated to degree level in Music or the Arts or an equivalent (A)
- Excellent knowledge and interest in the arts and in particular music (classical and contemporary) with a working knowledge of London and UK music industry (in particular the music market in London). (A) (I)
- A high degree of computer proficiency (including Word, Access & Excel). (A) (I)
- Proven ability of working with databases and computer based systems. (A) (I)
- Excellent communication skills and ability to act decisively and sensitively under pressure. (A) (I)
- The ability to work independently in a multi-task environment as well as part of a dynamic and supportive team is essential, as is an independent, flexible approach to problem-solving. (A) (I)
- Highly developed presentation, interpersonal and organisational skills are vital as is meticulous attention to detail. (A) (I)

### **Experience Required, including Budget Holding Experience (if appropriate)**

- Proven track record of working in a multi-disciplinary arts venue at a managerial level. (A) (I)
- Experience of dealing with promoters, artists, classical repertoire, international orchestras, conductors and soloists. (A) (I)
- Experience of complex budget management. (A) (I)



## **Other**

- Experience of using specialist ticketing and venue booking software systems e.g. ENTA and Artifax is desirable but not essential, as training will be provided. (A) (I)

## **Recruitment – Note to Applicants**

The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



# Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

## **Salary**

The salary range for this job is £33,390 - £37,800 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

## **Contract**

The position is offered on a permanent basis

## **Hours of Work**

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

## **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

## **Annual Leave**

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

## **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

## **Pension**

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.



### **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Probationary Period**

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

### **Notice Period**

One month by either party after satisfactory completion of probationary period.

### **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

### **Employee Volunteering Programme**

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.