



JOB DESCRIPTION	
Job Title	Communications Assistant (BIE)
Department	Communications
Grade	B
Location	Barbican Centre
Responsible to	Senior Communications Manager (BIE)
Responsible for	N/A

The Communications team manages the Barbican's relationships with key national and international stakeholders, including the media, to promote and protect our reputation for delivering world-class arts and learning. Responsible for media relations, corporate, crisis and internal communications, the team develops creative strategies to effectively communicate the Barbican's world-class arts and learning programme as well as our commercial activities, to a range of audiences.

Purpose of Post

To provide administrative assistance to the Senior Communications Manager (BIE) in the planning and delivery of the communications campaign for our major 2019 exhibition *AI: More Than Human*

Part of Life Rewired, the Barbican's 2019 season exploring what it means to be human when technology is changing everything, *AI More than Human* (16 May-26 August) is an unprecedented survey of creative and scientific developments in Artificial Intelligence, exploring the evolution of the relationship between humans and technology. The exhibition is curated by Suzanne Livingston and Maholo Uchida, including a panel of international specialist advisors and is organised by Barbican International Enterprises (BIE)

Main Duties & Responsibilities

1. To support the Senior Communications Manager by undertaking office administration tasks as required including:
 - Dealing with general press release, image, ticket, photography and other requests
 - Organising images and image sheets
 - Preparing materials and assisting at the press desk for Media View
 - Researching press contacts
 - Assisting with set up of interviews and accompanying interviewees, where necessary
 - Maintaining the team's office systems and keeping documents updated
 - Liaising with journalists, artists, agents and managers
 - Writing copy and drafting and proofing press releases related to the exhibition
 - Assisting the team with financial administration
2. To manage the distribution and archiving/filing of press coverage using the media monitoring system, and gathering and distributing quotes.
3. To maintain and update the media contacts database
4. To write and prepare digital summaries of press coverage and occasional hard copy press packs.
5. To assist in the sourcing of photos and the researching of information.
6. To assist in organising and supervising filming and photography around the Centre.
7. To 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.
8. To 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.
9. To undertake any other duties that may reasonably be requested appropriate to the grade.



PERSON SPECIFICATION	
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Department	Communications
Grade	B

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

Experience Required

- Excellent copy writing and verbal communication skills, and particular attention to detail (A, I, T)
- Accountability and the ability to maintain confidentiality and work with diplomacy and tact. (A, I)
- Good computer and database skills, including familiarity with Word and Excel (A, T)
- An interest in the arts and the exhibition's content
- Demonstrable interest in the arts and the exhibition's content: Artificial Intelligence (A, I)
- Communications and/or journalism experience.
- Planning and organisational skills including the ability to manage time, competing priorities and resources, a busy workload and urgent tasks in a structured way. (A, I)
- Experience of working in a busy office, an understanding of the importance of deadlines and the ability to work under pressure. (A, I)
- Self-motivated, proactive, inquisitive and able to act on own initiative (A, I)

Other Relevant Information

Office hours are Monday to Friday 1000 to 1800hrs. Additional hours or work at evenings or weekends may be required

Recruitment – Note to Applicants

These key skills and core behaviours 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 each of these on the application form on 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.