

JOB DESCRIPTION	
Job Title	Assistant Producer (Incubator & Level G)
Department	Incubator (Arts)
Grade	C
Location	Barbican Centre
Responsible to	Producer (Incubator & Level G)
Responsible for	N/A

The Barbican has pushed the boundaries of all major art forms since we opened in 1982. The majority of the programme takes place in our core venues: the Hall, Theatre, Pit Theatre, Art Gallery, a the Curve gallery, and three cinemas. Our Creative Learning and offsite work further underpin this activity.

To complement this, we launched a free public programme of arts and learning projects for our public foyer spaces in 2016. This strand of work, the 'Level G Programme', comprises a series of installations, projection-based artwork, artist residencies, architectural commissions and a range of public events and talks designed to extend the arts programme beyond the walls of the venues. ('Level G' is our way of referring to the Barbican's public foyer spaces as a destination in their own right. Situated between our core venues, these vast foyers comprise: social and working space; the Barbican's shop and catering outlets; and the Curve gallery)

This Level G Programme is managed and primarily programmed by the Barbican's Incubator team. A team of five, The Barbican Incubator was established in late-2015 as a cross-organisational programming, strategy and policy team. Most, but not all, of our public programming takes place as part of the Level G programme. Recent examples of our projects include:

- [In Focus](#) - An afternoon of panel discussions and conversation to reflect on a new report investigating social class inequalities in the creative industries
- [Unclaimed](#) - an installation by The Liminal Space, which revealed new narratives about ageing.
- [New Suns](#) - A bookfair and day of talks, workshops and screenings exploring contemporary feminism.
- [Soundhouse](#) - a radically reimagined collective listening space exploring creative radio and podcasting
- [Jasmine Johnson: More than Two](#) – an artist residency where a recording studio on Level G was created to develop a new audio work.

Purpose of Post

To assist the Incubator team with the effective delivery of the Level G public programme of installations, public events, talks and artist residencies, including supporting the management of



relationships with a wide range of key partners. To co-ordinate specific cross team and cross arts projects.

Duties and Responsibilities

- To assist with the delivery and design of Level G projects involving close collaboration with the two producers in the Incubator team.
- To implement the co-ordination and set-up of Level G installations and events, undertaking liaison with partner organisations, artists, external curators/programmers, and speakers, as well as internal departments of the Barbican Centre.
- To arrange all the logistics for the smooth running of the programme. This includes:
 - room bookings and facilities for internal meetings and external events;
 - liaising with all relevant departments to ensure all operational and technical requirements are communicated;
 - ordering all materials and hiring equipment;
 - organising travel and accommodation;
 - organising and supervising photography and filming;
 - regular rounds of Level G spaces to monitor and troubleshoot any issues;
 - organise casual staff, and specialist freelancers or technicians when needed.
- Liaise with colleagues, including marketing and communications, to develop audiences and participants, and co-ordinate content for Level G marketing assets including: monthly guide listings, event signage, and other online and print material.
- To prepare and process contracts.
- To draft risk assessments for Level G projects.
- To input information into the centre wide event management system - Artifax.
- To maintain financial systems including purchase orders, invoices, and timesheets (CBIS is one of the main systems used at the Barbican).
- To contribute to evaluation of events, including evaluation design and implementation; writing of project reports on completion in close liaison with the Producers.
- To contribute to the maintenance of all office systems to ensure smooth running of department including schedules, budgets, personal and project filing.
- 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.



- 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.
- As agreed (with your line manager), contribute to Barbican Strategic Plan projects as required.
- To maintain the contacts database of project personnel; recording attendance and feedback post-event; maintaining all project and departmental files, including Equality and Inclusion monitoring.
- To ensure that all Criminal Records Bureau (CRB) and Child Protection checks are administered correctly and to liaise with the Producers to ensure that all artists, workshop leaders and any assistants who will work with children are CRB checked and that all Child Protection Guidelines are adhered to.
- To undertake any other duties that may reasonably be requested appropriate to the grade

PERSON SPECIFICATION	
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Department	Incubator (Arts)
Grade & Level	C
Trent Position Number	{05B0391/001}

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.

Technical Skills / Professional Qualifications / Relevant Education & Training / Experience

Required

- Some relevant experience of work within an arts, learning, community or cultural organisation. (A)
- An understanding and interest in the creative industries and arts & culture landscape. (A) (I)
- Experience of co-ordinating and delivering either creative and/or community events. (A)
- Experience and ability to work with a range of partners and stakeholders, managing sensitive relationships. (A) (I)
- Highly motivated and practical individual who matches creative ideas with efficient delivery. (A) (I)
- Good time management and communication skills, and attention to detail. (A) (I) (T)
- Excellent organisational, IT and administrative skills with the ability to take a structured approach to organising tasks. (A) (I) (T)
- Ability to work effectively in a team to achieve shared objectives whilst being self-motivated to work independently at times. (A) (I)

Desirable

- Experience of working with artists, academics, and/or a wider range of audiences. (A) (I)
- An interest in collaborative arts practice or cross-disciplinary projects. (A) (I)
- Experience of licensing, health & safety or first aid practice for events. (A)
- Ability to use design and editing software (e.g. photography / audio / film / graphic design / 3D design). (A)
- Experience or ability to perform basic event technician duties (e.g. audio playback & recording). (A)

Other Relevant Information eg. working hours (only if applicable)

- Usual office working hours will be 10am – 6pm but to fulfil this role hours outside of this will be required on evenings and at weekends periodically. A time-off in lieu system is

operated to cover post 6pm and weekend events at the discretion of the Producer (Incubator & Level G).

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 £29,250 - £32,910 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 12-month fixed term basis

Hours of Work

Normal hours of work are 10 am – 6 pm, being 21 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 24 (pro-rata) 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.