



JOB DESCRIPTION

Job Title	Senior Producer
Department	Creative Learning
Grade	F
Location	Barbican Centre and Guildhall School
Responsible to	Director of Creative Learning
Responsible for	<ul style="list-style-type: none">• 4 x Creative Learning Producers/ Curators• Regional Partnerships Project Manager• Schools Engagement Manager

In 2009, the Barbican and Guildhall School joined forces to launch Barbican Guildhall Creative Learning, a creative alliance pioneering new models for creative and cultural learning across the art forms. Our mission, **Creative Skills for Life**, underpins all aspects of our work and approach in the design and delivery of meaningful and impactful learning experiences across three strategic areas:

- **Education:** supporting creativity in the classroom through arts-based learning programmes and tailored partnerships with schools and specialist educational settings, locally and nationally
- **Employability:** producing talent development programmes, and higher education and career pathways, with and for people looking to work within the creative industries
- **Enrichment:** producing participatory programmes, and collaborating with charity and community organisations, to create meaningful arts experiences that support the wellbeing of people of all ages and backgrounds

We deliver more than 40 programmes and events alongside 150 partners to over 22,000 participants every year. In order to achieve this, we build partnerships with teachers, artists, young people, schools and community organisations locally, nationally and internationally. At the heart of our work and practice is a commitment to **people, partnership and place**

Purpose of Post

- To lead a Creative Learning programme of national and international significance, offering participation and learning opportunities inspired by the Barbican arts programme.
- A senior member of the Creative Learning division and departmental lead. Proactive in the artistic and educational development of Creative Learning, in order to raise its profile, increase its audiences and participants, expand its activities and strengthen its impact.
- Liaises with Heads of Arts departments/divisions in the Barbican Centre and Guildhall School as well as senior members of staff within the arts divisions.
- Able to represent the Creative Learning division within the Barbican Centre, Guildhall School, the City Corporation of London, and externally.

Main Duties

To lead the Barbican Guildhall Creative Learning division through eight key areas:

- a) With the Senior Manager, and Director of Innovation and Engagement, and Interim Artistic Director, lead on the development and delivery of the Creative Learning strategy
- b) Team leadership of Creative Learning producers, curators and managers as well as freelance creative teams
- c) Financial management of programme in close collaboration with the Senior Manager
- d) Working with the Senior Manager and the Development team to identify, support and (where necessary) implement fundraising from statutory sector and Trusts and Foundations
- e) Advocacy and networking, both internally and externally
- f) Strategic development through contributing to the overall development of Creative Learning across the Barbican Centre and Guildhall School
- g) Actively seek to promote equality of opportunity in relation to the duties of the post, and play a part in developing the Barbican and Guildhall School as more inclusive organisations

Commitment to providing the highest level of customer service, to both internal and external customers.

Responsibilities:

1. Artistic Policy Development

- Develop and implement the artistic aspect of the Creative Learning strategy in consultation with Barbican and Guildhall School Directors, Barbican and Guildhall Heads of Department, City of London Corporation (CoL) and the Creative Learning team to meet the needs of the Campus, the CoL and the community in which it is based
- Consult and collaborate with external partners including CoL officers, national and local government, education institutions, statutory and private funding bodies to ensure strategy remains relevant and appropriate
- Lead on Creative Learning programming in response to Centre-wide annual programming themes, working closely with Creative Learning Producers to shape and develop cutting edge projects and programmes

2. Team Leadership and People management

- To manage the Creative Learning Producers and Engagement Managers in all areas of recruitment, induction, motivation, appraisal, training, allocation and discipline. As a supervisor and enabler of creative people, the Senior Producer will be expected to plan, inspire, supervise and delegate, and continually review and monitor working practices and patterns.
- To represent the division internally at Head of Department level as and when appropriate.
- Manage cross-Centre training programmes on arts education including such issues as good practice in education, Child Protection and diversity and equal opportunities for all

3. Programme Management

- Lead innovative education and events programmes across the art forms, working in close collaboration with artform HoDs, external partners, artists and arts organisations to create a programme of national and international significance
- To work with the Senior Manager to develop and implement the Creative Learning Business Plan
- Contribute programming ideas for the Centre across the arts, especially leading cross art form festivals and events
- Research to explore themes for projects and identify appropriate artists and workshop leaders, including, current restrictions permitting, travel UK wide and abroad to performances and exhibitions

- Work with Barbican and Guildhall School Directors to support the national expansion of Creative Learning's programmes, exploring opportunities for digital potential and reach

4. Financial Management

- Working in close collaboration with the Senior Manager to lead on the division's financial management, providing information and data as needed
- In conjunction with the Senior Manager prepare short, medium and long-term budgets for current and future forecasts

5. Development and Fundraising

- Develop and lead Creative Learning's fundraising strategy from Trusts and Foundations, managing relationships with the sector, preparing applications and managing grants
- Collaborate with the Development department to implement development strategy from Corporate sector
- Support cultivation programme with key public figures, funders and VIPs
- Help forge links with press to promote Creative Learning

6. Partnerships, Networks and Advocacy

- Actively contribute to Culture Mile Learning, working with partners to co-develop projects and programmes that support Culture Mile Learning objectives
- Contribute to external communication on all issues of arts education, establishing broad network of UK and international contacts across the cultural and education industries
- Act as advocate for Creative Learning's work at government, local authority and with statutory bodies and across the arts industry
- Help to develop partnerships with key external bodies to deliver programme and build funding partnerships
- Represent the Centre at national and international seminars, conferences and consultation sessions

7. Centre-wide Strategic Development

- With Barbican and Guildhall School Directors, lead on centre-wide strategic projects as required, particularly in relation to Culture Mile Learning, the Barbican Guildhall alliance and the national development of Creative Learning's work

8. Programme and Profile Development

- Represent Creative Learning as required within the Learning & Participation and Education sectors at local, national and international level.
- Represent Creative Learning as required in relation to London, national and international cultural and government initiatives eg. Conferences, festivals and events
- Represent Creative Learning as required in the cultivation of key partnerships for programmes, projects, festivals and events, with either individuals, corporations or institutions
- Develop new programme initiatives to take the Barbican Guildhall brand outside the walls of the Centre.

9. Other Duties

- To carry out any other appropriate duties, as directed by Barbican and Guildhall School Directors.
- Demonstrate a full understanding of Barbican and Guildhall School strategic objectives in line with Strategic Plans and ensure all staff are familiar with these objectives. Encourage ideas and suggestions and integrate into appraisals where possible.
- To conduct all activities taking account of the City of London's Equal Opportunities' policy, ensuring that all clients, contacts, students and employees are treated fairly and with dignity and respect. To promote the City's commitment to equality and diversity and to ensure that all students comply with the policy in all their activities.

- Actively seek to promote equality of opportunity in relation to the duties of the post, and play a part in developing the Barbican and Guildhall School as more inclusive organisations
- 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.

Hours

To fulfil this role, additional hours are required on evenings and at weekends. A time-off in lieu system is operated to cover post 6pm and weekend events. (see TOIL policy)



PERSON SPECIFICATION

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Department	Creative Learning
Grade & Level	F Level: 3
Trent Position Number	New

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

Professional Qualifications

- Educated to degree level in an artistic or other relevant discipline (arts / education) or significant lived experience in this area. A, I)

Experience required

- Proven track record of working with a range of art forms in the delivery of large scale educational events (A, I)
- Ability to create and facilitate innovative, collaborative projects in response to both the Barbican Arts Programme and the Creative Learning strategic vision (A, I)
- Experience of working independently under pressure in a multi-task environment as well as part of a dynamic and supportive team is essential (A, I)
- Highly developed interpersonal, negotiating and organisational skills are vital, along with meticulous attention to detail (A, I)
- Significant experience of reviewing, preparing and implementing complex disciplinary arts plans and strategies (A, I)

People Management Experience

- Significant experience of managing and leading large teams (A, I)
- Significant experience at managerial level of managing and inspiring teams in the delivery of high impact, high quality learning and participatory events (A, I)

Technical Skills

- Ability to display an active interest and knowledge of all arts (A, I)
- Ability to communicate ideas clearly and to facilitate proactivity amongst the team of Producers and Officers (A, I)
- Excellent interpersonal skills with a strong ability to broker effective and mutually beneficial relationships with all arts departments at a senior level (i.e. Head of Department) (A, I)
- Excellent verbal and written communication skills. Significant experience of presenting to senior management teams and boards of directors (A, I)

- The candidate should be industrious and hard working and display a high degree of computer proficiency (including Word, Excel & Access) (A, I)
- Ability to anticipate, negotiate and solve problems to ensure the successful implementation and completion of Creative Learning projects (A, I)
- Ability to work with Barbican and Guildhall School Directors to realise visions and conceive projects and to delegate in an appropriate way to problem solve across teams and arts departments and external partners (A, I)
- Ability to communicate the Creative Learning vision to senior managers and to present at conferences at both a national and international level (A, I)

Desirable Experience

- Experience or exposure to performing and visual arts Higher Education Sector would be highly desirable (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 £49,810 - £56,690 per annum 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 fixed term basis

Hours of Work

Normal office hours are 35 hours per week, excluding lunch breaks, 5 days per week, 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

Two months 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.