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| **JOB DESCRIPTION** |
| **Job Title** | Production Manager for Summer 2022 exhibition |
| **Department** | Barbican International Enterprises  |
| **Grade** |   |
| **Location** | Barbican Centre |
| **Responsible to** Head of Barbican International  Enterprises |
| **Responsible for** | N/A |

**Purpose of the Job**

To work closely with the Exhibition Manager, Associate Curator, Head of International Enterprises and the BIE team, to deliver a large-scale multimedia Summer Exhibition to be held from May to August 2022. The role will take particular responsibility for the detailed project management of the construction phase of the exhibition as well as the procurement of hi-spec audio visual equipment, supported by an AV Consultant, ensuring both exhibition build and Av equipment are delivered on time, within budget and to the highest possible standard.

A proven high level of expertise and experience obtained in similar roles and through working on projects of a similar breadth and scale will be essential as will a broad knowledge of the processes and tasks involved with the production of multimedia exhibitions within a museum or institutional environment.

A commitment to providing the highest level of customer service and actively seeking to promote equality of opportunity in relation to the duties of the post in alignment with the Centre's values.

**Main Duties & Responsibilities**

Work closely with the Exhibition Manager on the production management of the Summer 2022 exhibition. Lead on the review, production and delivery of the exhibition’s build, AV and graphic elements in all spaces dedicated to the exhibition.

Be involved in key project meetings - with exhibition interior designers, graphic, media and lighting designers, the curatorial team and internal Barbican staff.

Ensure that exhibition build, equipment, and graphics are delivered to the highest standard and within budget.

Liaise with designers and contractors to ensure that the exhibition structure is designed and built in such a manner as to be easily transported and installed in a variety of spaces, while maintaining the highest standards and meeting exhibition’s sustainability principles.

Liaise with a range of artists and visual effects studios regarding any production requirement for the build, AV and media design.

Work closely with the Exhibition Manager on any tender and procurement procedures for the construction and AV equipment as required.

Lead on the transfer of the exhibition design and any build elements from design phase to construction and installation.

Be responsible to review architectural drawings and CAD files for construction and design purposes and report to the Exhibition Manager

Liaise with media designer about integration of any AV equipment in the exhibition build and confirm any technical details and requirements with AV Consultant

Liaise with Lighting designer making sure any lighting system agreed has been reviewed based on budget, touring requirements, and is integrated into the exhibition design and structure if needed.

Liaise with the AV consultant on the collation of AV equipment, identify and source best possible arrangements and cost-effective solutions

Lead on active supervision and regular review of the fabrication of exhibition structure ensuring deadlines are met, the agreed design is fully understood and delivered and any issue gets promptly notified to the Exhibition Manager and the Design team accordingly.

Support the Exhibition Manager in coordinating and overseeing exhibition contractors and their technical crews during installation of the show during April/May 2022 and maintaining the schedule.

Work towards given deadlines and milestones throughout the exhibition process adhering to the overall exhibition schedules for installation.

And other tasks reasonably required in relation to the exhibition production.

**Management and Administration**

To work within set budgets, keeping records and appropriate files up to date as required.

Keep the Exhibition Manager and Head of BIE up to date with regular progress reports

Having extensive knowledge of following procedures and implementing appropriate documentation required by a world class arts centre like the Barbican including but not limited to Health and safety and Risk Assessment Method Statements. Dealing with contractors’ requirements and liaising with Barbican staff accordingly.

Collaborating with the Exhibition Manager on drafting installation and production schedules taking into account the range of restrictions and requirements of external contractors, the Barbican Centre, technical crews and other invested parties.

To undertake administrative and other duties as required.

**General**

Taking reasonable care for own health and safety, and that of other persons that may be affected within my working environment, in accordance with the Barbican Centre’s and Corporation of London’s Health and Safety procedures.

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.

To undertake any other duties that may reasonably be requested appropriate to the grade