

Job Description

Job Title	Assistant Producer
Department	Theatre Department - Arts Division
Grade	C
Location	Barbican Centre
Responsible to	Producer
Responsible for	Theatre Trainee (with other Assistant Producers)

Purpose of Post

To support the Producers delivering the Barbican Centre's International Theatre and Dance programme, assisting with administration for all incoming productions. To take line management responsibility for certain incoming productions as delegated.

Main Duties & Responsibilities

- 1) To work with the Producers on a project basis in assisting with the management and delivery of all incoming productions. Duties to include:
 - To assist with putting all performance and room booking details onto Artifax and updating with changes as required.
 - To assist with the preparation of box office set up forms based on an outline from the Producer.
 - To compile all certificate of sponsorship and visa applications for incoming productions.
 - To manage all accommodation for incoming productions, including the management of the accommodation budget in consultation with the Producers.
 - To arrange airport pick-ups for incoming productions, meeting and greeting companies and delivering per diems.
 - To co-ordinate hospitality events for incoming productions, especially first night parties; this includes the management of the hospitality budget.

- To set up and manage the ticket 'house book' including liaison with visiting companies and Box Office as required. Administer all special ticket requirements.
 - To set up and maintain the show accounts in consultation with the Producer.
 - To manage the processing of invoices and purchase orders on the financial CBIS system as required in liaison with the accounts department.
 - To assist with invoice management and all contra schedules/recharges.
- 2) To deputise for the Producers and act as required in their absence.
 - 3) To provide holiday cover where necessary for the Theatre office team.
 - 4) To recruit and line-manage the Theatre Trainee in rotation with the other Assistant Producers. To support the other Assistant Producers in supervising the Trainee.
 - 5) To attend regular Theatre Project Team meetings and to contribute to the marketing campaigns for the season productions.
 - 6) To proof marketing materials including programmes and freesheets and press releases for season productions.
 - 7) Attend Event Planning Meetings as required, to brief the venue services departments and liaise with them to ensure the smooth running of events.
 - 8) To be present at evening performances and other events as required during the Theatre season.
 - 9) To assist with relationships with outside bodies including Embassies and other grant giving organisations, as well as developing relationships with individual donors on specific projects and to work with the Barbican's Development department on providing information for funding applications as required.
 - 10) To liaise with companies and Producers in deciding the schedule of Access performances for each season, continuing to research and improve all aspects of these performances
 - 11) With the other Assistant Producers, to book and organise all Access events for the Theatre seasons and manage the Access budget whilst maintaining good working relationships with the relevant companies and contacts. To be present at designated Access performances.
 - 12) To input and ensure that surtitles are reformatted and checked for incoming foreign language productions.
 - 13) To co-ordinate Stage Door and Green Room schedules, to ensure late and weekend calls are covered as needed and deputise if necessary on checking and processing monthly time sheets.

14) To line produce designated productions, and other events, as delegated by the Head of Theatre.

15) 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.

16) 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.

17) To undertake any other duties that may reasonably be requested appropriate to the grade and where necessary as requested by the Head of Theatre or the Producers.

Person Specification

Job Title	Assistant Producer
Department	Theatre
Grade & Level	C
Trent Position Number	

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

- Formal qualifications are not required

Experience Required, including Budget Holding Experience (if appropriate)

- Previous administrative experience in a theatre or dance environment is essential (A)
- Demonstrable computer skills including Microsoft Office software (A)
- Good communications skills and experience in dealing with both external and internal customers (A) (I)
- Budget management and/or invoice processing experience (A) (I)
- Experience working as part of a team and also independently (I)
- Some experience of arts marketing (A) (I)

Technical Skills

- Experience of event management (A) (I)
- Previous experience of managing or supervising staff (A) (I)
- Visa and certificate of sponsorship knowledge (A) (I)
- Experience of diary and travel management (A) (I)
- Language skills (A)

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.



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

Starting salary for this job is £30,440 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

The hours of work is 35 hours per week shift pattern over Monday-Sunday, 7 hours per day with 60 minute unpaid lunch, 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 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.