



# Job Description

JOB DESCRIPTION	
Job Title	Creative Learning Producer (Music and Cross Arts)
Department	Creative Learning
Grade	D/E
Location	Barbican Centre
Responsible to	Creative Learning Senior Producer
Responsible for	Assistant Producer (Creative Learning)

Barbican Creative Learning pioneers 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, skills-based training and career pathways, with and for people looking to work within the creative industries
- **Engagement:** 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

In 2020/21, we delivered digital and physical programmes with over 200 partners, engaging 2,400 participants and reaching an audience of more than 50,000. Our work is made possible through building 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

The Creative Learning Producer for Music and Cross Arts is a Fixed Term 6-month role. You will be responsible for shaping the Barbican's music learning programme, and for working on cross arts projects and events; in particular, managing the National Open Youth Orchestra (NOYO) London training centre.

You will work as part of a dynamic team of Creative Learning Producers, delivering a wide range of music and cross-arts projects with children and young people at their heart. You will be collaborative and flexible, and committed to work that supports access and inclusion in the arts.



You will be responsible for shaping the Barbican's music learning programme and for delivering cross arts projects and events. Central to the role is brokering internal partnerships with the Barbican music team, with Associate Artists and ensembles and externally with artists, arts organisations and participant groups in schools and community settings. A key focus of your work will be developing participative events linked to the Jazz, Contemporary and World Music programmes, as well as the International Associates programme. You will:

- Work alongside the Creative Learning Senior Producer to develop a music education strategy and programme for the Barbican, together with the Barbican's music department and partners.
- Project manage Music and cross-arts projects for Barbican Creative Learning.
- Collaborate with Creative Learning producers to deliver cross-arts, innovative projects with children and young people at their heart
- Contribute to the strategic development of Creative Learning and the arts education landscape
- Commit to providing the highest level of customer service and actively seek to promote access, inclusion and equality of opportunity in line with the Centre's vision for Equity, Diversity and Inclusion.
- Ensure that the Barbican policy of Good Practice in Working with Children, Young People and vulnerable Adults is fully adhered to.

### **Main Duties and Responsibilities**

1. **Partnership management** You will broker partnerships between Creative Learning, the Barbican Music team, Guildhall School of Music & Drama staff, visiting international artists and associate partners and potential funders to develop and deliver the programme. Your responsibilities will include:
  - Working with artists, schools and young people to produce creative experiences for people of all ages and backgrounds , and to create a context for the work within the wider music and concert hall programme.
  - Developing relevant partnerships and collaborations across HE, FE, business and the cultural sector, locally, nationally and internationally, in order to increase the impact of music creative learning.
  - Being informed of developments in the formal and non-formal education sectors, and in new, creative approaches to producing meaningful learning and participation experiences relevant to the context and needs of all music programmes.
  - Building a strong and mutually beneficial relationship with the Music department senior management team and its partner/associate organisations.
2. **Project design**
  - To act as creative producer with Barbican/ music teams and in consultation with participant groups. The programme will draw on the Music programme to design and develop projects for Creative Learning across groups including Families, Schools and Young People..
  - To be responsible for the development of a vibrant, dynamic and innovative Music Learning programme and agreed interdisciplinary flagship projects, ensuring that good practice for access and inclusion is followed in all areas of work.



- To bring to the Barbican a knowledge of best practice and innovative developments in music
- To have a thorough and detailed knowledge and understanding of the Barbican strategies and activities

### 3. **Project planning and administration**

- Responsible for the administration end to end on each project including:
  - a. Scheduling events;
  - b. Preparing project descriptions and evaluation frameworks;
  - c. Organising project logistics;
  - d. Liaising with schools, community groups, ensembles, companies, artists and internal departments at the Barbican;
  - e. Management of relationships with artists and project staff.;
  - f. Care of all participants engaging with projects;
  - g. Maintaining contacts database of project personnel;
  - h. Recording attendance and feedback post-event; maintaining all project and departmental systems
- To collaborate with other Barbican departments : with Cinema/Music/Theatre to co-ordinate cross-arts events; with Marketing and Communications on the direction of press and publicity campaigns; and with Development for sponsorship and funding.
- To collaborate with departments at the Guildhall School of Music & Drama, for the purpose of project delivery.

### 4. **Logistics management**

- Room bookings and facilities for internal meetings and external events, maintaining accurate records on Artifax; liaison with Event Management and all relevant Barbican and Guildhall departments to ensure all operational and technical requirements are communicated; ordering all materials and equipment; co-ordinating catering for events; arranging signage; organising travel and accommodation
- Research and book suitable artists, /workshop leaders and speakers, negotiate all terms and conditions of their contracts, fully alerting them to all policies and procedures (e.g. ChSafeguarding).

### 5. **Contract and management of creative teams** Including artists, assistants, speakers and participant groups. Negotiating and preparing contracts, briefing on terms and conditions including full Safeguarding protocols. Ensure that all staff are DBS checked in line with Barbican and government guidelines

### 6. **Financial management** of projects, from setting accurate budgets and forecasts to completing final accounts; maintaining financial systems on CBIS, contracts, invoices, and timesheets; liaising with finance team to maintain budget records and produce post-project accounts

### 7. **Marketing, Press and Box Office**

- Copywriting and proofing of all marketing materials for the website and print, supplying information and proofing press releases; liaising with Box Office to set up events, manage tickets and monitor sales
- Write inspiring and accurate copy to promote all activities to participant groups and stakeholders
- **Production of resource materials** through research and writing for schools and other groups



8. **Development team liaison** including supply of project information; liaising with Development team and external sponsors;
9. **Evaluation and documentation** of events including evaluation design and implementation; writing of project reports on completion
10. **Management of staff:**
  - Co-Line Manage Assistant Producer (Creative Learning), with responsibility for recruitment, monitoring and appraisal, personal development, personnel issues and disciplinary actionManage all project staff including assistants, artists, documenters, evaluators
11. **Maintain overview of current issues** in arts education, particularly music education, and represent the Barbican at relevant conferences and networking meetings
12. Contribute to the maintenance of all office systems to ensure smooth running of the department including personal and project filing
13. Contribute to the strategic development of Creative Learning and the Barbican Centre as a whole including the Business Plan, department-wide and centre-wide initiatives
14. 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.
15. Actively seek to implement the City of London's Equal Opportunity Policy and EDI work, 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 at the discretion of the Creative Learning Senior Producer (see TOIL policy).

## Person Specification

PERSON SPECIFICATION	
<b>Job Title</b>	Music and Cross Arts Producer
<b>Department</b>	Creative Learning
<b>Grade &amp; Level</b>	D/E Level: 2/3
<b>Trent Position Number</b>	

Please find below the key skills, experience and core behaviours required to undertake this post.

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

- Educated to degree level in a music subject, or with equivalent work-based experience. (A, I)
- Experience working in a music or education environment, or relevant sector (A, I)
- Experience of designing and delivering innovative music education projects (A, I)
- Experience of working with artists to deliver innovative learning and participation experiences (A, I)
- Comprehensive understanding of music education and good practice in working with different participant groups. A thorough understanding of primary, secondary, further and higher education sectors. To include good understanding of National Curriculum and the role of music across subject areas. (A, I)
- Passionate and well informed about a range of music from Classical to Contemporary, Jazz to World Music. (A, I)
- Wide understanding of the music education landscape. (A, I)
- Experience of setting up and managing internal and external partnerships within and across teams. (A, I)
- Full understanding of Duty of Care when working with children, young people and vulnerable adults. (A, I)
- Experience of managing people including experience of recruitment and undertaking performance management. (A, I)
- Ability to contribute confidently and meaningfully to music and programming meetings involving programmers, artists, marketing and media etc. (A, I)

#### Business Skills

- Strong organisational and administrative skills with ability to plan and deliver multiple projects in a timely and efficient manner. (A, I)
- Strong influencing and negotiation skills with proven ability to broker and manage effective partnerships internally and externally. (A, I)

- Excellent communication skills and the ability to inspire and relate to all levels of professional practitioners in the music sector. (A, I)
- Ability to set up and manage budgets. (A, I)
- Good IT skills including proficient use of Word, Excel, databases and other technology. (A, I)
- Understanding of evaluation and its role in project development. (A, I)
- The ability to meet tight deadlines. (A, I)
- Experience of writing for programmes,, educational packs, brochures, websites and guides. (A, I)

#### **Personal Skills**

- Dedicated to learning and access to the arts. (A, I)
- Dedicated to access and inclusion within the arts. (A, I)
- Highly motivated to work effectively within the team and on own initiative and take on varied responsibilities as required. (A, I)
- Willingness to work out of office hours to meet needs of business. (A, I)

#### **Career Grade D/E**

*For Grade E the appointee will take on a more senior role within the department, delivering projects and programmes which are more complex in terms of external partnership working, require greater experience to deliver to a high standard, and carry greater reputational risk to the City of London.*

#### **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 £36,060 - £46,150 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 contract basis.

## **Hours of Work**

Normal hours of work are 10.00 am– 6.00 pm, being 17.5 hours per week excluding lunch breaks, Monday to Tuesday, 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 28 days (pro rata) 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.