



JOB DESCRIPTION	
Job Title	Commercial Events and Planning Manager
Department	Commercial Development
Grade	D
Location	Barbican Centre
Responsible to	Bars Operations Manager
Responsible for	Performance Bars Manager

Purpose of Post

To be responsible for the professional management of allocated commercial events and to assist the Bars Operations Manager to effectively plan, organise and control Commercial Events generated within the centre venues, ensuring a return on investment

To develop, create and manage commercial events and activities which support the artistic programme.

To seek opportunities for commercial events which support the Barbican's objectives and develop, create and manage such events as appropriate.

To assist the Bars Operations Manager with the planning and management of resources and activities in respect of the Bars Team and Bars operations.

To foster good working relationships and communication with all other Barbican departments ensuring the delivery of commercial events are to the highest possible standard.

To be committed to providing the highest level of customer service, to both internal and external customers, and actively seek to promote equality of opportunity in relation to the duties of the post in alignment with the Centres vision of providing a "Barbican Experience".

Main Duties & Responsibilities

- To create, plan, co-ordinate and manage commercial activity and events which support the artistic programme where possible.
- To seek opportunities for commercial events which support the Barbican's objectives and create, plan, coordinate and manage such events as appropriate.
- To identify and deliver opportunities for income generation as agreed with the Bars Operations Manager.

- To prepare detailed budgets and forecasting plans for all commercial activity, including resourcing costs across the Barbican, and to present these plans to the Bars Operations Manager and Head of commercial Development for approval
- To obtain quotes and estimates for additional products or services as required from the internal service departments (for Hosts etc) and non-contracted suppliers where appropriate for the successful delivery of commercial activity.
- To work closely with all departments, to ensure consistent and high-quality levels of services to all events and services, and develop excellent relationships with departments and suppliers at all levels to ensure repeat business
- To attend and represent the Commercial Development team for Performance Bars, (Cinemas) and Commercial events at the weekly event planning meetings chaired by Audience Experience.
- To assist the Bars Operations Manager with the planning and management the Performance Bars team ensuring they deliver a customer focused and Brand aligned, efficient service.
- To at times act as the Bars Manager on duty for the Performance Bars Operation, ensuring a smooth and efficient service for audiences.
- To ensure that all commercial events are entered in Artifax online booking system to ensure all departments and Barbican teams are aware of events.
- Ensure Parim resource management system is utilised efficiently to maximise staffing on each event
- Liaising with colleagues in FOH, Security and other stakeholders to ensure all activity is set up in accordance with centre protocol, risk management systems etc.
- To be prepared to work on a variety of other projects and events across the centre as directed by the Bars Operations Manager,
- To undertake regular stock control and income audits reporting any irregularities to the Bars Operations Manager within agreed timelines
- To take reasonable care for your own health and safety, and that of other persons that may be affected within the working environment, in accordance with the Barbican Centre's and Corporation of London's Health and Safety procedures.
- To actively promote and contribute to the development of the Barbican's Environmental and Sustainability Policy and the BS8901 in Sustainable Event Management. To ensure your events are planned and executed within the principles of the Centre's BS8901 Management System.

- 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.



PERSON SPECIFICATION	
Job Title	Commercial Events and Planning Manager
Department	Commercial Development
Grade	D
Trent Position Number	05L0192/001

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

- Good working knowledge of commercial event management with the ability to manage a programme of allocated events.
 - Ability to devise and deliver own commercial events which support wider organisational programmes and objectives.
 - Good commercial acumen with the ability to spot opportunities for income generation.
 - Ability to monitor and manage budgets effectively.
 - Supervisory skills in order to assist in the management of a team of bars/events staff and act as Duty Manager as required.
 - Ability to develop and build excellent working relationships with internal and external stakeholders in the management and delivery of commercial operations and events.
 - Ability to deliver operations/events ensuring high standards of customer service.
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- Very good written skills with the ability to write a variety of correspondence in respect of the development and management of commercial operations and events.
 - Excellent administrative skills with the ability to ensure all necessary administrative

tasks are completed in a timely fashion.

- Highly developed presentation, interpersonal and organisational skills are required (A)
- Computer literate, including good skills in word and excel (A)
- Industrious and hard working with a pleasant personality as well as a high degree of computer proficiency. (A, I)
- The ability to work independently in a busy multi-task environment as well as part of a dynamic and supportive team is essential (A, I).
- The ability to work to tight deadlines and maintain a calm, ordered approach (A, I)

Experience Required

- Significant experience in a customer focussed role in a busy multi-purpose venue, to include hands on operational event management and the development and delivery of commercial opportunities(A)
- Previous experience developing, planning and leading on commercial events and seeing them through to successful delivery (A, I)
- Previous experience of managing budgets (A)
- Experience of successfully developing excellent relationships with internal and external stakeholders in the development and delivery of commercial events/operations.
- Experience of managing competing priorities and stakeholders in an events management/commercial environment. (A, I)

Other Relevant Information e.g., working hours or desirables (only if applicable)

Working hours are Monday to Friday 10am to 6pm, 35 hours per week, though this is flexible based on the needs of the department.

Weekend and evening work is an integral part of the job, so the candidate must have a flexible attitude, as well as the ability to work independently under pressure

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.