

# Job Description

**Job Title:** Projects Administrator

**Department:** Barbican Immersive (BI)

**Grade:** B

**Location:** Barbican Centre

**Responsible to:** Head of Creative Programming and Head of Commercial Strategy & Partnerships

**Responsible for:** N/A

## Purpose of Post

To provide administrative support to the Barbican Immersive (BI) Department, working closely with Exhibition Managers and Producers on BI projects as well as carrying out general administrative duties as part of the wider admin team in line with the needs of the BI Heads.

To provide the highest level of customer service to both internal and external Stakeholders, while actively seeking to promote equality of opportunity in relation to the duties of the post in alignment with the Centre's strategy.

## Main Duties & Responsibilities

1. To act as first point of contact for BI office enquiries, answering questions and disseminating interest and information to relevant parties. To support BI Exhibition Managers in the delivery of their projects.
2. Assist the Office Coordinator with the general administration of the department as needed.
3. Processing of data relating to exhibitions, including correspondence; loan forms; exhibition databases; interpretive texts; minutes; reports; casual staff letters and agreements.
4. Inputting, monitoring, and updating information on internal systems. Keeping budgets updated, invoicing, raising purchase orders, processing credit card expenses and ensuring providers are paid on time.
5. Assist Exhibition Managers across a range of activities such as creating condition reports, gathering transport and insurance quotes, preparing packing lists, submitting time sheets for crew, managing documents such as contracts with collaborators, suppliers and venues, as well as any other related tasks.
6. Assist in registrarial duties such as contacting lenders, arranging loans and returns with artists and others as required including details of insurance valuations, display, packing and transport requirements.
7. Contacting agencies as necessary, dealing with requests regarding reproduction rights and copyright. Collating information required for press purposes and liaising with staff of

the Marketing and Media Relations departments. This includes gaining marketing approvals from copyright holders and/or artists.

8. Assist in the administration of private views and other events, including creating PV guest list for each hosted exhibition and sending out invites.
9. Assist Exhibition Managers with the marketing of tours by preparing tour reports (marketing touring activity update) to send to venues and lenders; updating the webpage with downloadable tour packs; assist in recruiting venues to host exhibition by email correspondence and sending information; researching venues and exhibition for the possible purpose of future tours; keeping up-to-date and advising on new methods of marketing and dissemination of information; ensuring all press packs, presentations and website pages are up to date.
10. To plan the Departmental trips within the UK and overseas: make travel arrangements for all staff, produce detailed itineraries, organise meetings, speak to contacts directly on agendas for meetings, and administrate expense claims as required.
11. Organising travel requirements with Heads of Department and Exhibition Managers. Including, tickets, hotels, per diems and creating flight itineraries.
12. To provide cover for Office Coordinator in their absence.
13. To assist the Office Coordinator in Student Placement recruitment and training.
14. Taking reasonable care for 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.
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.

# Person Specification

**Job Title: Projects Administrator**

**Department: Barbican Immersive (BI)**

**Grade: B**

**DBS Criterion: No DBS**

**Security Vetting Criterion: No security vetting is required**

**Politically Restricted Post Criterion: This post is *not* politically restricted**

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.

## Experience Required

1. Previous administrative experience (A), (I)
2. Experience of working with office systems and databases (I) (A)
3. Experience of making international travel arrangements (I) (A)

## Technical Skills & Knowledge

1. Knowledge of National and International art institutions and art world (A)
2. Proven financial skills (including experience of dealing with departmental expenditure, invoicing, keeping budgets up to date) (A)
3. Demonstrable knowledge of CMS systems/databases. (A), (I)
4. Excellent word processing skills (familiarity and experience with Microsoft Office, including Word, Outlook, and Adobe Suite), (A)
5. Typing skills (60 wpm) (I)
6. A demonstrable interest in art, design, exhibitions, or other visual cultures. (A)

## Other Relevant Information

1. 35 hours per week
2. Understanding of a foreign language would be desirable but not essential. (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) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.***

***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.

## **Contract**

The position is offered on a fixed term basis for 12 months.

## **Salary**

The salary range for this job is £31,120 - £34,180 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.

## **Pension**

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

**The current employer contribution rate for the City of London is 21%.**

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

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.

## **Hours of Work**

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, 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 24 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

## **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.

## **City Benefits**

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

## **Employee Volunteering Programme**

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

## **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.

# barbican

We are London's  
**Creative Catalyst**  
for arts, curiosity  
and enterprise



We spark creative possibilities and transformation for artists, audiences, and communities – to inspire, connect and provoke debate.

We are the place to be in this Destination City, where everyone is welcome. Our impact is felt far outside our walls and ripples beyond the experiences we offer – locally, nationally and internationally.

[barbican.org.uk/values](http://barbican.org.uk/values)

