

# Job Description

**Job Title: Technical Manager (Systems)**

**Department: Music – Barbican Centre**

**Grade: E**

**Location: Barbican Centre**

**Responsible to: Senior Technical Manager**

**Responsible for: Technical Supervisor, Technicians**

## The Barbican

The Barbican is an international arts, conference and learning organisation in the heart of the City of London.

Across its theatres, concert halls, cinemas, galleries, business venues, public and community spaces, the Barbican showcases the most exciting artists and performers from around the world, pushing traditional artistic boundaries and helping us understand our lives in new and unexpected ways. Each year, the Centre presents hundreds of different performances, events and exhibitions that entertain and inspire millions of people, create connections, provoke debate, and reflect the world we live in.

Firmly rooted in its neighbourhood, the Barbican collaborates on projects with local communities and supports young people and emerging talent to develop their artistic practice and access jobs in the creative industry.

## The Music Department

Our boundary-pushing music programme cuts across all genres, including work by contemporary artists, experimental collaborations and visits from the world's best orchestras and soloists.

Alongside our resident, associate and international ensembles and other partners we provide some of the finest musical experiences the capital has to offer, from Baroque operas to cutting-edge electronic music. Together we create projects which would otherwise be unfeasible, and at the heart of a multi-arts centre we produce concerts which go beyond the standard live music experience, presenting music which hovers at the edges of classification.

We showcase and invest in emerging talent through commissions, learning programmes and through our partnership with the Guildhall School. Our concerts are open and accessible to all; we offer thousands of discounted tickets to 14 – 25-year-olds through our Young Barbican scheme and present music all over the city.

## Purpose of Post

The Technical Manager (Systems) role sits within the Music Technical Management Team, which together facilitates the technical delivery of a Concert Hall programme of over 350 music and business events, and over 150 smaller commercial and internal presentations, including live-streamed and filmed events, to one international standard, ensuring customer and solution-focused technical support of the highest quality.

Working in conjunction with the Senior Technical Manager, the Technical Manager (Systems) will lead the health & safety requirements of the Music Department, particularly in the Barbican Concert Hall and ancillary areas, ensuring the safe operation and legal compliance for all music and business events and guaranteeing safe working conditions for staff, audiences and artists. By employing a thorough and knowledgeable approach to risk management, the Technical Manager (Systems) will oversee all staff training, inductions and wellbeing provision, as well as producing robust risk assessments and associated documentation for events and technical operations, including rehearsals and offsite productions.

In conjunction with the Technical Management Team and Technical Supervisors, the Technical Manager (Systems) will manage the year-round maintenance program of equipment and stage systems in the Concert Hall, foyer spaces and all associated technical venues, utilising a knowledge of regulatory requirements (e.g. LOLER and PUWER) to oversee the internal and external inspection and PPM (planned, preventative maintenance) schedule for the department's technical equipment and plant.

The Technical Manager (Systems) will motivate and develop the technical team by supporting professional and personal development through application of good management practice and procedures e.g. appraisals and training and introduce best practice involving safety and wellbeing across the department. They will work closely with the Technical Management Team, Stage team and Production Managers as well as management from across Centre to deliver these aims.

To actively seek opportunities to support equality, diversity and inclusion at work. To include ensuring the highest possible levels of access provision for events including relaxed, BSL, captioned and audio described performances.

## **Main Duties & Responsibilities**

1. To assist the Senior Technical Manager and the Senior Stage Manager in running complex stage, technical and projection operations and review working practices in all areas. This includes applying best management practice to ensure that the right support and technical systems are in place for the team to work to their best ability.
2. To lead on all risk management processes, incident reporting and health & safety training in the Music team, developing and encouraging safe working practices in all aspects of the department's work. To ensure that staff are suitably trained and to encourage a high standard of safety awareness.
3. To deliver effective management and maintenance of the Music Department's stage technical systems and annual compliance inspection programme, to include all venues and ancillary areas under the control of the Music Department or as allocated by the Senior Technical Manager, e.g. Concert Hall, Cinemas and Auditoria, Frobisher Conference Rooms, Foyer and all departmental storage.
4. To chair the Music Health and Safety Committee and represent the Music Department in the Barbican Centre's Health and Safety Committee meetings.
5. To assist the Stage and Technical Managers in the day-to-day operation of the stage and technical systems, ensuring that high standards of service are maintained, and departmental Safe Systems of Work (SSoW) are adhered to. To lead on inductions of permanent and casual staff members.

6. To work with the Senior Technical Manager on feasibility studies, capital projects, and equipment acquisitions. To lead on specific projects related to the Barbican Renewal and physical demands that affect the Music department, as defined by the Head of Music and Technical Management Team. To produce technical reports and business cases in support of these projects, working closely with the Music Operations Manager, and with the wider Engineering and Projects Departments.
7. To work closely with the Technical Managers and Assistant Technical Managers to monitor the general upkeep of spaces, utilising safety inspections to meet and exceed legal requirements and industry standards.
8. To line-manage members of the Technical Team as allocated by the Senior Technical Manager; to support professional and personal development by application of good management practice and appropriate HR policies and procedures including the appraisal framework.
9. To work closely with the Senior Technical Manager, other Technical Managers and Assistant Managers in providing strong leadership for the Music Technical team.
10. To work collaboratively with the other technical teams at the Barbican Centre regarding the Centre's foyer activity, to contribute to identifying technical solutions Centre-wide and share staff and resources where possible and appropriate.
11. To keep up to date with technical developments within the Events sector, and to maintain general technical knowledge in all areas including AV, sound, lighting, stage equipment.
12. To actively foster good working relationships within the Music Department, other Barbican Departments, our Associates, and external companies and promoters.
13. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post and always give due regard to the health and safety of both them and others when carrying out their duties.
14. 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.
15. To undertake any other duties that may reasonably be requested appropriate to the grade.

# Person Specification

**Job Title: Technical Manager (Health & Safety, Systems)**  
**Department: Music – Barbican Centre**  
**Grade: E**  
**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.

## Professional Qualifications / Relevant Education & Training

### Experience Required

1. A proven track record of working in a multi-disciplinary arts venue of similar scale, complexity, and activity as the Barbican Concert Hall, at a managerial level, in music or on theatrical events (A,I).
2. Experience of working in the business events industry on a variety of income-generating events, from small single-room events to large multi-venue conferences (A,I).
3. Proven experience of negotiating and driving change within teams to promote a good working culture (A,I).
4. Experience in line-management and in leading and motivating technical teams of permanent staff, casuals and freelancers (A,I).
5. Ability to communicate clearly with varied audiences, and to translate technical and critical safety information into language accessible to non-technical staff and contractors (A,I).
6. Good written communication skills, with experience of drafting process guidance and operational procedures (A,I).

### Technical Skills & Knowledge

1. In-depth knowledge of Health & Safety legislation, risk management and safe working practices, along with a recognised, industry-approved certification (i.e. NEBOSH, IOSH, or similar.) A wider appreciation for health, safety and wellbeing within the arts industry is required as standard (A,I).
2. An excellent knowledge of the technical presentation of the live arts, music (classical and contemporary) and commercial events, to degree level or equivalent professional experience (A,I).
3. An interest in the wider music industry and a thorough understanding of the creative processes in the making of live events (A,I).
4. A high level of competence in two or more of the following disciplines: theatrical stage and fly systems, lighting, sound, video and film technology, and arts health and safety (A,I,T).

5. High degree of computer proficiency, including Word & Excel. Training will be given on Artifax (A).

## Other Relevant Information

Desirable criteria:

1. Experience of managing and maintaining budgets and knowledge of the processes for procuring technical equipment and services (A).
2. First-hand knowledge of project management (A).
3. Experience of using AutoCAD for reading and creating technical plans and drawings (A,I).

Weekend, evening and overnight work will be required as appropriate to the concert and maintenance schedule, so a flexible approach is a prerequisite (A).

## 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 full-time permanent basis.

## **Salary**

The salary range for this job is £47,620 - £53,310 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 28 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)



The City of London Corporation is the founder and principal funder of the Barbican Centre