



JOB DESCRIPTION	
<b>Job Title</b>	Head of Cross Arts Planning and Strategic Operations
<b>Department</b>	Arts and Participation
<b>Grade</b>	G
<b>Salary Range:</b>	£66,190-£75,010 per annum (incl. LWA)
<b>Location</b>	The Barbican Centre
<b>Responsible to</b>	Director for Arts and Participation (DAP)
<b>Responsible for</b>	N/A
<b>Key Relationships</b>	Internal: Director of Arts and Participation, Heads of Departments within the Arts and across the Centre (HoA), Director's Group, Management Team. External: TBC-Industry Professionals, National and International venues
<b>Employment Type</b>	Full time, 2 years FTC

## The Barbican

As a uniquely important world leading arts centre, the Barbican presents artistic experiences across music, theatre, dance, visual arts, immersive and cinema that variously entertain, enable, enrich and educate our many audiences and participants. Our intention is to be a 21st century international Art Centre that champions equity and presents groundbreaking work.

## **Purpose of Post**

This role will play a key planning and strategic coordination role in the Arts and Participation team, spanning across Music, Theatre, VA, Cinema, Immersive and Creative Collaboration.

Working closely with the DAP and HoAs in support of the Directorate, the Head of Cross Arts Planning and Strategic Operations works as an enabler across departments, overseeing the operational and planning delivery of the Artistic Vision and Strategy (2025-30). They will lead on key cross-arts operational and planning functions, including focusing on the development of systems, processes, and ways of working to optimize operations and long-lead planning of the overall programme alongside Renewal. The HCAPSO will drive change and nurture cross arts collaboration, enabling an integrated arts centre approach to programming - catalysing and enabling cross artistic programming.

Additionally, this role will enhance communication across departments, ensuring a cohesive approach to delivering the artistic vision within a seasonal framework. They will also be the lead support to the DAP on key Cross Arts Projects and Commissions in partnership with the HoAs.

The HCAPSO will represent the DAP within the Barbican Centre, and CoL as requested by the DAP.

## **Operational and Planning Leadership**

- To work closely with the DAP and the Heads of the Art forms to translate the Artistic Vision and Strategy into action. This includes leading key cross-departmental working groups to build out programming strands.
- To support the DAP in overseeing the long-lead operational planning of the Cross Arts Programme, including the implementation of the relevant processes to ensure the successful delivery of the Artistic Vision and Strategy. This includes implementing and holding digital systems for internal sharing of long-lead programming across departments.
- To be responsible for ensuring compliance with a wide range of relevant H&S and security regulations and legislation, and with industry good practice in areas including sustainability and access.
- To support the DAP and HoAs in overseeing strategic business initiatives such as the 10-year plan from development through to completion and to work closely with the DAP to ensure that resources across the Arts are maximised.
- To act as a key support to the DAP and HoAs in program planning alongside Renewal, liaising with the Renewal team and project managers as a key central point person.

To support the Arts and Participation Directorate in the use and booking of public spaces for programming and in the development of a centralized system for booking alongside Renewal.

- To support the continued development and implementation of a culture within the arts which is motivational, fosters excellent performance, supports inclusion and facilitates cross team working, and a strong positive team culture.

### **Strategic Support for the DAP:**

- To provide strategic support to the DAP and identify key external creative pitches (proposals, collaboration requests etc), where the DAP must direct their focus and ensuring their involvement in a project and decision making happens at the appropriate time.
- To lead on the Cross Arts budget, working in collaboration with the DAP and HoAs to support the initiation and Operations of key cross arts projects and commissions.
- To ensure all internal cross-arts meetings are prepared for in good time where required.
- To Deputise for the DAP at key internal and external meetings as requested by the DAP.

### **Finance, Risk Management & Systems**

- To manage risks and opportunities in relation to the cross arts budget, ensuring that resources are efficiently allocated, and projects are effectively managed and delivered safely on time and within budget.
- To ensure that appropriate risk management strategies are in place and up to date for all aspects of our work including financial and reputational risk management.
- To identify and analyse opportunities for strategic change and ensure the Barbican is exploiting opportunities presented.
- To support the DAP in ensuring compliance with the City Corporation's Financial Regulations in properly monitoring and report budget outturn positions on a regular basis as required, including alerting of any significant budget variance in a timely manner.

### **Leading, Empowering and Managing Relationships**

- To build and develop trusted relationships with and serve as a liaison between the DAP and the Art Forms, to ensure that the DAP always has oversight of the Arts activities to maximise the impact of the Arts and Participation work and mitigate reputational risk.

- To streamline communication across the art forms and between the arts and other parts of the organisation, residents and associate artists and the CoL. To Chair the regular Cross Arts programming meetings on behalf of the DAP and leading as the point person with Marketing on the seasonal matrix.
- To convene operational teams across departments as required for cross arts initiatives.
- To advise the DAP on widening access across the arts, pro-actively ensuring that we work to engage with and support our existing and potential audiences.

## **General**

- 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. 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.
- 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.
- To undertake any other duties that may reasonably be requested appropriate to the grade.

## **The HCAPSO will carry out the responsibilities of their role in a way that reflects:**

- A commitment to the strategic framework.
- A commitment to the Barbican's values, championing, role-modelling, and promoting these as part of everyday practices.
- A commitment to fostering a collaborative relationship with Departments across the Centre and, as appropriate the City of London Corporation.

PERSON SPECIFICATION	
<b>Job Title</b>	Head of Cross Arts Planning and Strategic Operations
<b>Department</b>	AP
<b>Grade &amp; Level</b>	G
<b>Trent Position Number</b>	

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

### **Professional Qualifications / Relevant Education & Training**

- Educated to degree level OR to have acquired equivalent experience in the arts industry in a similar leadership role.
- An in-depth knowledge of the operational and planning management of an arts/venue and an ability to manage these effectively in an agile and fast paced environment.
- Significant awareness and commitment to the issues of equality and cultural diversity, with a track record of working with diverse staff, artists and audiences.
- High level of proficiency in IT systems particularly Microsoft Office (including Word, Excel, Outlook, and PowerPoint) and an understanding of the cultural and business opportunities presented by new technology (i.e.events management software).

### **Experience Required**

- Outstanding qualities of strategic planning and systems' set-up.
- An ability to support the DAP and HoAs in overseeing the long-lead planning of the overall and Cross Arts Programme.
- The ability to support long-lead program planning and Operations alongside a major capital construction project.
- Excellent knowledge of working with budgets and supporting with managing risks and opportunities.
- The ability to work effectively and efficiently across of disparate team representing different artform preoccupations.
- Experience of strategic management and the ability to keep across multiple agendas with differing timeframes.
- Proven experience in strategic and operational planning, with evidence of translating strategy into achievable and measurable outcomes.
- Significant experience in the management of complex planning and operational processes within a fast-moving environment.
- Demonstrable in-depth complex project management experience involving collaboration with internal and external stakeholders.

- Extensive experience in an influencing role within a diverse and complex organisation, actively engaging and influencing senior management and leadership team.
- Significant experience of working in high-pressured environments, managing multiple projects to tight deadlines with direct accountability.
- Leadership experience at a strategic level within the cultural sector.

### **General Skills and Behaviours**

- Resilience and emotional intelligence.
- An ability to establish credibility and exert influence with key internal and external stakeholders at a strategic level.
- Strong ability to develop and deliver an action plan.
- Outstanding verbal and written communication skills and the ability to liaise with, consult, negotiate, and build relationships with a broad range of key internal and external stakeholders.
- Ability to working inclusively and collaboratively across teams and sectors to achieve positive outcomes.
- Strong problem-solving abilities and a flexible, proactive, and collaborative approach to work.

### **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.***

***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.

## Salary

The salary range for this job is £66,190 - £75,010 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](https://barbican.org.uk/values)



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

