



JOB DESCRIPTION	
Job Title	Producer, (Learning)
Institution	Barbican Centre
Department	Creative Collaboration
Grade	D+
Location	Barbican Centre
Responsible to	Senior Producer (Learning and Participation)
Responsible for	Assistant Producer (Education) and Archive Curator (P/T)
Employment Type	Full-time, Permanent post

The Barbican

The Barbican presents artistic experiences across music, theatre, dance, visual arts, and cinema and learning that entertain, enable, enrich, and educate our many audiences and participants. Our intention is to be London's creative catalyst for arts, curiosity and enterprise. We aim to spark creative possibilities and transformation for artists, audiences, and communities. We strive to be inclusive and sustainable, championing equity and opportunity, connected to our communities, daring in our approach to arts and learning.

As a not-for-profit, we rely on the generosity of individuals and organisations, including our principal funder the City of London Corporation. Every ticket purchased, donation made, and pound earned supports our arts and learning programme and enables the widest possible range of people to experience the joy of the arts.

Creative Collaboration Department

The Creative Collaboration department was established to bring together work with communities, learning, public programmes, and archive. Creative Collaboration aims to extend the Barbican's traditional arts boundaries and contribute towards a diverse artistic programme focused on diverse, local, and younger audiences. The department's work is inspired by and built upon principles of collaboration, learning and access.

Creative Collaboration aims to be a catalyst for the Barbican's artistic vision, working across the centre with a multi-artform approach using all venues and spaces. The department champions interdisciplinary work that connects new audiences to the Barbican, engaging with creatives, participants and users that reflect the rich diversity of London.

The department supports the Barbican to be an arts centre rooted in its community, globally minded, and connected delivering on our civic purpose which is integral to our long-term programme, approach, and impact. Our aim is to co-create joyful experiences that inspire, connect and provoke debate.

Purpose of Role

The purpose of the Producer (Learning) role is to develop and implement Creative Collaboration's broad programme of opportunities that engages with schools, further and higher educational providers from across the City and Greater London. The producer will take a strategic and entrepreneurial approach, to ensure the Learning offer is impactful and high quality

Key aims of the role are:

- To lead on the development, planning and delivery for Learning programmes at the Barbican
- Develop and maintain a strong network of contacts across the City, including close collaboration with local authorities, academy chains and Cultural Education Partnerships.
- To build an in-depth understanding of schools, colleges and other educational settings across the City of London, Hackney, Tower Hamlets, Islington and Camden reflecting on their needs to inform the work of the Creative Collaboration department
- Use knowledge of national curriculum, educational trends, strategies, and an understanding of the SEND and PRU provisions to inform all programmes, such that these can be tailored to the needs of the relevant sectors.
- Work in close collaboration with colleagues in the Creative Collaboration and other Barbican departments including other Cinema, Theatre, Music, Visual Arts and Immersive to develop and deliver learning programmes.
- Develop new models of engagement through partnership collaborations such as the Learning Collaborator programme.

Main Duties and Responsibilities

- To lead on development and production of high-quality multi-art form Learning programmes with varying levels of engagement from light touch to more deeply involved, long-term opportunities, both free and paid for by participants.
- Work with the Senior Producer to identify and agree school engagement priorities with an emphasis on our local partners.
- To develop models of schools' engagement with Creative Collaboration programmes across City of London and neighboring boroughs.

- To strategically support the recruitment of schools, further and higher educational providers onto Creative Collaboration's learning programmes, identifying key areas of need, and ensuring provision is appropriately coordinated and targeted alongside any partners.
- To work closely with local authorities, Music Education Hubs, and local Cultural Education Partnerships to develop and communicate the work of Creative Collaboration with local schools, and to identify and develop opportunities for schools to engage with our programmes, representing the Barbican at these and other bodies as appropriate.
- To build and establish a network of relationships to help deliver Creative Collaboration's work for schools, further and higher educational providers.
- To manage and develop Creative Collaboration's Learning Collaborator programme, building and maintaining relationships with Consultants, Head Teachers and teaching staff, informing programme content and development, of signposting relevant opportunities at the Barbican and identifying and recruiting future academy chains, schools and/or colleges to the programme.
- Work with the Senior Producer to expand the creative careers offer for schools, including the skills-based, light-touch programme for secondary schools. Continue to develop backstage music and theatre experiences and work experience models.
- To produce regular high-quality training and networking events, including teachers CPD and to host networking meetings for teachers, arts educators and artists who are interested in offering creative education pedagogy in schools and other educational institutions.
- To line-manage the Assistant Producer (Education) and Archive Curator (P/T), ensuring a high standard of delivery, supporting personal development and collaborating with them to make sure programmes run smoothly, are beneficial for audiences and support wider strategic aims.
- To recruit and manage project teams of external contracted staff (including artists, authors, designers, curators, advisors, and other contractors) directing and monitor their work, ensuring all aspects of projects are conducted satisfactorily, within set budgets, in liaison with internal staff.
- To engage Creative Collaboration producers, curators and arts programmers with the needs and interests of schools and colleges, informing programming and project design/ planning.
- Working closely with the Creative Collaboration team and Audience Experience to ensure consistent customer experience on site for schools and colleges when visiting the Barbican, including workshop days, tours and school group bookings for performances, screenings and exhibitions.
- To manage project finance from setting accurate budgets and forecasts to completing final accounts; maintaining financial systems on CBIS, contracts, invoices, and time sheets; liaising with finance team to maintain budget records and produce post-project accounts.

- To contribute to effective evaluation of programmes, including liaising between the Creative Collaboration team, schools, and higher educational providers, to provide information that informs future program development and initiatives undertaken.
- Work with Marketing and other colleagues to communicate the programme to schools, by developing the school's newsletter and keeping the website up to date.
- To keep up to date with sector development including national qualifications, curriculum, trends and educational reforms, arts education engagement strategies and initiatives, regularly advising the Creative Collaboration team of relevant updates.
- Apply best practice in child protection/adult at risk safeguarding protocols in all aspects of work by ensuring all artists, facilitators, and Project Assistants engaged for projects are DBS checked where necessary, in line with Barbican and government guidance.
- Ensuring all other staff engaged for Learning projects always follow the Barbican's Safeguarding Policy.

Other

- A commitment to providing the highest level of customer service, to both internal and external collaborators, and actively seek to promote 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 always give due regard to the health and safety of both them and others when carrying out their duties.
- To undertake any other duties that may reasonably be requested appropriate to the role and grade.



PERSON SPECIFICATION	
Job Title	Producer (Learning)
Department	Creative Collaboration
Grade & Level	D+

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

Essential

- Educated to degree level or equivalent in a relative field, or possess an equivalent level of skills, knowledge and experience. (A, I)
- A good understanding of the Arts, and Education sectors and the potential links between the two. (A, I)
- Experience of producing multiple programmes at the same time, for a high number of partners, working confidently with a variety of stakeholders from young people, teachers, artists and academy chains, ensuring programmes are delivered to a high standard (A, I)
- Ability to think strategically and develop programmes which drive forward wider Barbican and City of London aims.
- Significant experience of working with schools, further and higher educational providers, including SEND schools, PRUs in developing and facilitating participatory learning and engagement activity programmes within the arts and cultural setting or inspired directly by the arts and cultural setting. (A, I)
- Experience of developing networks/ partnerships with schools, academies and other educational bodies to encourage participation in arts learning programmes. (A, I)
- Good knowledge of the national curriculum, national qualifications, educational trends and educational reforms, with the ability to use this knowledge to inform Barbican Centre learning approaches to programme strategies, including formal and informal learning and outreach activity. (A, I)

- Ability to develop initiatives and schemes to maximise the engagement of schools and educational establishments across the Barbican Centre (A, I)
- To have a thorough understanding of the barriers to learning within the arts and culture sector, offering alternative ways for young people to engage with our creative education and cultural activities. (A,I)
- Strong knowledge of the provision and delivery of innovative creative learning activities, programmes and events within an educational setting. (A, I)
- Sound knowledge of marketing techniques to effectively promote creative learning activities and programmes for schools and educational institutes. (A, I)
- Experience of online and print marketing with the ability to contribute to the development of creative learning marketing campaigns, writing effective copy for promotional materials and utilise multimedia and digital media for promotion. (A, I)
- Experience developing monitoring and evaluation measures to determine success of participation in creative education programmes. (A,I)
- Experience of supervising colleagues, with the ability to guide, support and develop staff. (A, I)
- Experience in setting up and managing budgets. (A,I)
- Experience in implementing safeguarding policies and following safeguarding procedures when working in partnership with schools, educational institutions, artists, arts educators and other freelance contractors. (A,I)-
- Organised, with the ability to prioritise effectively and manage more than one project at once (A, I)
- Strong IT skills, especially in the use of Microsoft Word, Excel, Teams, Power Point, and Outlook (A).

Desirable

- Excellent oral communication skills in order to build and establish relationships with schools, academies, educational institutions and partner organisations. (I)
- Excellent written skills with the ability to develop participatory educational arts and cultural initiatives and programmes in line with the education system and National Curriculum (A, I)
- Experience of working within a culturally diverse context. (A, I)

Other Relevant Information eg. working hours or desirables (only if applicable)

Candidates must be flexible and able to start work at earlier times when required, as well as managing projects in the evenings and at the weekend.

Recruitment – Note to Applicants

The person specification points above will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these skills and behaviours in your previous roles. 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.

Please note, if successful in your application, a DBS check will need to be undertaken as part of this role

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

Starting salary for this job is £44,620 per annum inclusive of London Weighting. This figure will be reviewed annually from 01 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on a permanent basis.

Hours of Work

The core hours and days of work are Monday - Friday, 35 hours per week excluding lunch break, 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.

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 that 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.