



JOB DESCRIPTION	
Job Title	Concerts Planning Coordinator
Institution	Barbican Centre
Department	Music
Grade	C
Location	Barbican Centre
Responsible to	Artistic Hires and Planning Manager
Responsible for	NA
Employment Type	Permanent, Full-time

The Barbican

The Barbican is a world-class art and learning organisation. We push the boundaries of all major art forms and we inspire more people to discover and love the arts.

The Barbican presents artistic experiences across music, theatre, dance, visual arts, 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 opportunity and explores new approaches to arts, education and enterprise.

We attract new arts audiences and participants, creating inspiring arts experiences for all. From first encounters to higher education programmes, we develop interests, skills, confidence and careers.

We are London's Creative Catalyst for arts, curiosity and enterprise. Our values reflect that we are inclusive, sustainable, daring, connected and joyful. We spark creative possibilities and transformation for artists, audiences, and communities – to inspire, connect and provoke debate.

Music Department

Alongside our internationally renowned resident orchestra, the LSO, associate and international ensembles and other partners, we provide some of the finest live musical events the capital has to offer, from Baroque operas to cutting-edge electronic music. Together, we create projects which would otherwise be unfeasible.



Purpose of Post

Working within the Planning team, the Concerts Planning Coordinator will co-ordinate and administer activity in the Barbican Concert Hall, Milton Court and associated spaces on behalf of the music department programming team, and third party promoters.

As main point of contact for both internal and external Concert Hall queries, the Concerts Planning Coordinator will play a crucial role in building and fostering good relationships and facilitating effective information flow regarding all music department activity.

Main Duties & Responsibilities

1. Rental concerts coordination and administration

To actively support the Artistic Hires and Planning Manager, and Planning and Partnerships Manager in the coordination of all activity in the Barbican Hall, Milton Court and ancillary spaces, prioritising internal programming decisions and coordinating booking requests from third party promoters. To effectively juggle demands, timelines and priorities presented by classical and contemporary music promoters, and assist with making decisions about third party promoter booking requests.

To include, but not be limited to:

- Regular Artifax maintenance and upkeep of all music bookings to ensure accurate information available at all times.
- Manage the communication of Hall date releases and dark dates between all relevant stakeholders and update Artifax.
- To be primary contact for making ad hoc bookings for the music department across other spaces, and for other departments in music spaces.
- To regularly resolve diary clashes in ancillary spaces and foyers on behalf of the music department and our stakeholders, negotiating directly with internal and external clients.
- To field general rental enquiries, send out information as requested to customers/ promoters, to coordinate responses to customer feedback and comments for rental concerts



- To meet with potential clients/third party promoters to show them the space they intend to book and work through their requirements ensuring that they can be accommodated.
- Regular monitoring of rentals on Spektrix to ensure correct holds for stage extensions, camera, restricted view, promoter holds etc.
- Finance process – liaise with finance to ensure timely processing of deposit invoice requests, supplier creation in CBIS, providing promoter (supplier) details compliant with CoL policy, ensuring all information is in place to enable smooth and timely concert settlement. Ensure all documentation is filed appropriately.
- Produce and disseminate Event Change forms when required.
- Offer support around Classical Season launch with set up forms, marketing proofing, cross checking with Spektrix and Artifax.
- Produce one off rental contracts from Artifax, and manage process of issue and return for signature via DocuSign, tracking status and flagging any issues or queries.
- To maintain up to date promoter information on micro site including promoter notes, general enquiries documents, and the promoters' microsite area. To continually look for ways of improving promoter information and customer care.
- To be responsible for the rental concert ticket keeps list (to include LSO, BBCSO, Associate Ensembles and all third party rental concerts), process requests and liaise with box office on music dept allocation.

2. General

- To monitor and record EDI data relating to the Barbican's Artistic Hire programme
- To proof the monthly Guide and brochures, liaising with box office and marketing departments to ensure that rental concert information is displayed correctly.
- To contribute to the overall efficient management of the music department by maintaining and developing processes to manage the use of Barbican Campus music performance spaces and to carry out any reasonable tasks as



requested by the Artistic Hires and Planning Manager or Head of Music appropriate to the grade.

3. Other Duties

- *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	Concerts Planning Coordinator
Institution	Barbican Centre
Department	Music
Grade & Level	C Level:
Trent Position Number	TBC



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

Essential

- Educated to a A-level standard or equivalent as a minimum, and preferably will be educated to a degree level (A)

Experience Required, including Budget Holding Experience (if appropriate)

Essential

- Significant experience in the music industry to enable the post-holder to have acquired a very good working knowledge of the industry and relationships between artist, venues and promoters. (A,I)
- Ability to manage or coordinating projects and complex schedules supported by exceptional organisational skills (A,I)
- Experience of working in a similar role at an arts venue or similar environment liaising and negotiating with promoters, clients and project teams on the booking of space for arts events, ensuring effective communication and administration support (A,I)
- Experience of developing systems and processes to ensure the effective use of venue spaces (A,I)
- Experience of managing or co-ordinating arts projects including managing communications within a project team (A,I)

Desirable

- Excellent written communication skills with the ability to write systems and processes and content for websites (A)
- Excellent oral communication skills with the ability to liaise and negotiate with promoters and internal and external clients on the booking of space for arts events (A,I)
- Ability to coordinate information flow within a wider team on a regular basis (A,I)



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Technical Skills

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| <ul style="list-style-type: none">• Good IT skills including MS Office (A)• Ability to use ticketing and booking software systems e.g. Spektrix, Artifax and deal with venue bookings enquiries (A,I) |
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Other Relevant Information eg. working hours or desirables (only if applicable)

<p><i>Monday – Friday, 35 hours per week.</i></p>

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.