

Job Description

Job Title: Designer
Department: Marketing
Grade: C
Location: Barbican Centre
Responsible to: Design Manager
Responsible for: N/A

Purpose of Post

The marketing team brings the Barbican's iconic brand to life with engaging campaigns that connect audiences with our vision of arts without boundaries.

We lead the marketing strategy for our world-class arts and learning programme and we collaborate closely with our commercial teams. We are responsible for developing audiences, for generating revenue, and for building the Barbican's reputation nationally and internationally.

The role-holder will support the Design Studio in developing creative online and print designs for the Barbican's brand, working flexibly within a small, collaborative in-house team.

Main Duties & Responsibilities

1. Assist the Design Studio with the design and development of bespoke trailers, brand collateral, display advertising, social media and other assets, in line with the Barbican's brand guidelines and marketing strategy and as briefed by the marketing campaign teams.
2. Work with members of the Marketing team to deliver the projects as per projects and job briefings.
3. Ensure the design folders are kept up to date and organised, ensuring projects are archived appropriately.
4. Maintain a keen awareness of digital design best practice and ensure that all design conforms as much as possible to accessibility guidelines
5. Constantly develop software knowledge across the Adobe Creative Suite
6. Manage workload and deadlines in a dynamic studio environment
7. Maintain positive working relationships whilst managing workload and stakeholder demands to meet deadlines.
8. Liaise with the marketing campaigns teams on design projects, scheduling and branding

9. Act as one of the points of contact within the Marketing department for external queries regarding design and branding, delivering projects to these teams when required
10. Keep the marketing campaign teams informed about any changes to the design schedule
11. Ensure all communications adheres to Barbican brand guidelines and policy including assets produced by third parties and external promoters where the Barbican brand is featured.
12. Assist with the maintenance of the City of London logo across the Barbican's digital platforms and ensure all material is appropriately checked in line with the guidelines.
13. Contribute to the development and rollout of branding across the Barbican Centre as the need arises due to projects like Barbican Renewal and others.
14. 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.
15. 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.
16. To undertake any other duties that may reasonably be requested appropriate to the grade

Person Specification

Job Title: Designer

Department: Marketing

Grade: C

Trent Position number:

DBS Criterion: No DBS

Security Vetting Criterion: No security vetting is required

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

Qualifications

1. Degree or equivalent, in graphic design or relevant subject

Experience Required

2. Demonstrable skills and experience working in a design studio or inhouse design team
3. Excellent knowledge of the Adobe Creative Suite, particularly InDesign, Photoshop, After Effects, Premiere Pro and Illustrator

Technical Skills & Knowledge

1. Experience of designing creative concepts and developing a concept into various iterations
2. Experience of producing print and digital assets to industry standards
3. Strong communication and organisational skills
4. Strong visual communication skills
5. Strong time and stakeholder management skills
6. Creative approach to problem solving

Other Relevant Information

1. Required to attend the office a minimum of three days per week
2. Working hours are 10.00 – 18.00 Monday to Friday

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 £36,900 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 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.

Our Values and Behaviours

Colleagues



Daring

- We embrace creativity and innovation in everyday tasks.
- We are open to new ideas and take thoroughly evaluated, calculated risks to drive progress.
- We show openness in addressing challenges and offering solutions.



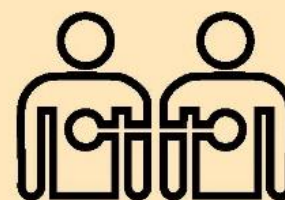
Inclusive

- We actively listen and engage in inclusive dialogues.
- We recognise and value the diverse perspectives of colleagues and audiences.
- We support a culture of belonging by ensuring all voices are heard and respected and needs are met.



Sustainable

- We understand how our work contributes to strategic shared goals and impacts others.
- We advocate for sustainable and financially viable solutions in daily operations and decision-making.
- We take personal responsibility to promote long-term organisational and environmental health.



Connected

- We foster collaboration by sharing knowledge and experiences openly.
- We build meaningful relationships across teams, and with our artists, partners, and audiences.
- We actively participate in opportunities to connect across boundaries.



Joyful

- We celebrate team and individual achievements with enthusiasm.
- We bring positivity and gratitude to interactions with colleagues and audiences.
- We find moments to create and share joy, enhancing the workplace atmosphere and the audience experience.

The Barbican Way