



## Job Description

<b>Job Title</b>	Projects Administrator
<b>Department</b>	Barbican Immersive (BI)
<b>Grade</b>	B
<b>Location</b>	Barbican Centre
<b>Responsible to</b>	Head of Creative Programming and Head of Commercial Strategy & Partnerships
<b>Responsible for</b>	N/A

### Purpose of Post

To provide administrative support to the Barbican Immersive (BI) Department, working closely with Exhibition Managers and Producers on BI projects as well as carrying out general administrative duties as part of the wider admin team in line with the needs of the BI Heads.

To provide the highest level of customer service to both internal and external Stakeholders, while actively seeking to promote equality of opportunity in relation to the duties of the post in alignment with the Centre's strategy.

### Main Duties & Responsibilities

1. To act as first point of contact for BI office enquiries, answering questions and disseminating interest and information to relevant parties. To support BI Exhibition Managers in the delivery of their projects.
2. Assist the Office Coordinator with the general administration of the department as needed.
3. Processing of data relating to exhibitions, including correspondence; loan forms; exhibition databases; interpretive texts; minutes; reports; casual staff letters and agreements.
4. Inputting, monitoring, and updating information on internal systems. Keeping budgets updated, invoicing, raising purchase orders, processing credit card expenses and ensuring providers are paid on time.

5. Assist Exhibition Managers across a range of activities such as creating condition reports, gathering transport and insurance quotes, preparing packing lists, submitting time sheets for crew, managing documents such as contracts with collaborators, suppliers and venues, as well as any other related tasks.
6. Assist in registrarial duties such as contacting lenders, arranging loans and returns with artists and others as required including details of insurance valuations, display, packing and transport requirements.
7. Contacting agencies as necessary, dealing with requests regarding reproduction rights and copyright. Collating information required for press purposes and liaising with staff of the Marketing and Media Relations departments. This includes gaining marketing approvals from copyright holders and/or artists.
8. Assist in the administration of private views and other events, including creating PV guest list for each hosted exhibition and sending out invites.
9. Assist Exhibition Managers with the marketing of tours by preparing tour reports (marketing touring activity update) to send to venues and lenders; updating the webpage with downloadable tour packs; assist in recruiting venues to host exhibition by email correspondence and sending information; researching venues and exhibition for the possible purpose of future tours; keeping up-to-date and advising on new methods of marketing and dissemination of information; ensuring all press packs, presentations and website pages are up to date.
10. To plan the Departmental trips within the UK and overseas: make travel arrangements for all staff, produce detailed itineraries, organise meetings, speak to contacts directly on agendas for meetings, and administrate expense claims as required.
11. Organising travel requirements with Heads of Department and Exhibition Managers. Including, tickets, hotels, per diems and creating flight itineraries.
12. To provide cover for Office Coordinator in their absence.
13. To assist the Office Coordinator in Student Placement recruitment and training.
14. Taking reasonable care for own health and safety, and that of other persons that may be affected within the working environment, in accordance with the Barbican Centre's and Corporation of London's Health and Safety procedures.
15. 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.
16. 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.
17. To undertake any other duties that may reasonably be requested appropriate to the grade.





## Person Specification

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<b>Grade</b>	<b>B</b>
<b>Trent Position Number</b>	

Please find below the key skills, experience and core behaviours required to undertake this post. Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), or interview (I) as indicated below.

### Technical Skills / Professional Qualifications / Relevant Education & Training

- Knowledge of National and International art institutions and art world (A)
- Proven financial skills (including experience of dealing with departmental expenditure, invoicing, keeping budgets up to date) (A)
- Demonstrable knowledge of CMS systems/databases. (A), (I)
- Excellent word processing skills (familiarity and experience with Microsoft Office, including Word, Outlook, and Adobe Suite), (A)
- Typing skills (60 wpm) (I)
- A demonstrable interest in art, design, exhibitions, or other visual cultures. (A)

### Experience Required

- Previous administrative experience (A), (I)
- Experience of working with office systems and databases (I) (A)
- Experience of making international travel arrangements (I) (A)

### Other Relevant Information e.g. working hours or desirables (only if applicable)

- 35 hours per week

- Understanding of a foreign language would be desirable but not essential. (A) (I)

### **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.***

# 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 £31,120 to £34,180 per annum Including Inner 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**

There are 2 contracts offered: 1 x Permanent and 1 x 12-month fixed term.

## **Hours of Work**

The hours of work are 10am – 6pm, Monday- Friday, being 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 24 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 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.

# 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