

Job Description

Job Title: Business Event Manager
Department: Business Events Management
Grade: D
Location: Barbican Centre
Responsible to: Head of Event Management
Responsible for: N/A

Purpose of Post

To be responsible for the professional management of allocated events and to assist the Head of Event Management to effectively plan, organise and control Commercial Business Events generated within the centre venues.

To foster good working relationships and communication with all other Barbican departments ensuring the delivery of events are to the highest possible standard.

To be committed to providing the highest level of audience service, to both internal and external customer, and actively seek to promote equality of opportunity in relation to the duties of the post in alignment with the Centres vision of providing a “Barbican Experience”.

Main Duties & Responsibilities

1. To administer and update detailed programmes and event documents for confirmed clients, relating to the activities and operations of each allocated event within the centre. Co-ordinating and supervising these operations (including Searcy’s catering, Audience Experience, IT, Security, Finance, Car Parks and Engineering) on the day to bring to a successful conclusion.
2. To work closely with the centre’s catering contractors on the detailed food and beverage requirements of the client, and also with other departments within the centre, to maximise possible sales of ancillary services.
3. To prepare detailed costings of planned events, obtaining client approval and ensuring all information is entered onto the centre’s venue management system within agreed timescales. To obtain estimates for additional services required by the client from the service departments and where appropriate to arrange for contracts to be issued for these additional services and for the charging of these services to the client after the event (when external charges are applicable).
4. To book (where applicable) events and their requirements onto the centre’s venue management system (Artifax), and to maintain and update these events in conjunction with the Head of Event Management.
5. To work closely with the Head of Event Management and other centre departments to finalise financial details for all allocated events.

6. To liaise with the relevant departments to ensure health and safety (including risk assessment), licensing and fire regulations are adhered to, and have a good knowledge of these regulations when discussing events with clients.
7. To work closely with all departments, to ensure consistent and high quality levels of services to all incoming event organisers and develop excellent relationships with clients at all levels to ensure repeat business.
8. To be responsible for ensuring the correct protocol for Royal visits and visits by other VIP's to allocated events. To liaise with event organisers and service departments to ensure the necessary arrangements are adhered too for allocated events.
9. To attend and represent the Business Events Team allocated events calendar at the weekly event planning meetings chair ed by Audience Experience.
10. To be prepared to work on a variety of other events across the centre as directed by the Head of Event Management.
11. Taking reasonable care for your 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.
12. To actively promote and contribute to the development of the Barbican's Environmental and Sustainability Policy and the BS8901 in Sustainable Event Management. To ensure your events are planned and executed within the principles of the Centre's BS8901 Management System.
13. 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.
14. 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.
15. To undertake any other duties that may reasonably be requested appropriate to the grade

Person Specification

Job Title: Business Events Manager

Department: Business Events Management

Grade: D

DBS Criterion: No DBS

Security Vetting Criterion: No security vetting is required

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

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 / Technical Skills & Knowledge

1. Highly developed presentation, interpersonal and organisational skills are required (A)
2. Computer literate, including good skills in word and excel (A)
3. Industrious and hard working with a pleasant personality as well as a high degree of
4. computer proficiency. (A, I)
5. The ability to work independently in a busy multitask environment as well as part of a
6. dynamic and supportive team is essential (A, I).
7. Must have excellent administrative and communication skills with people at all levels
8. (A, I)
9. The ability to work to tight deadlines and maintain a calm, ordered approach (A, I)

Experience Required

1. At least two years' experience working in a busy multi purpose venue, including hands on operation in event management (A)
2. Previous experience developing and leading on events and seeing them through to
3. delivery (A, I)
4. Some experience of working to a budget (A)
5. Experience of managing competing priorities and stakeholders. (A, I)

Other Relevant Information

1. Working hours are Monday to Friday 10am to 6pm, 35 hours per week, though this is flexible based on the needs of the department.
2. Weekend and evening work is an integral part of the job, so the candidate must have a flexible attitude, as well as the ability to work independently under pressure

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 24 months.

Salary

The salary range for this job is £42,750 - £47,620 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.

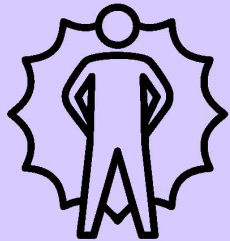
Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated 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.

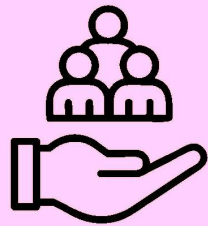
Our Values and Behaviours

Leaders



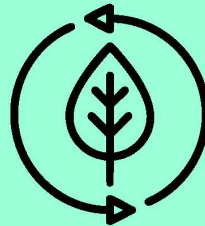
Daring

- We set a bold vision that inspires innovation and ambition.
- We champion creative ideas and provide opportunities for experimentation.
- We lead with courage, driving the organisation towards opportunities and realising our purpose.



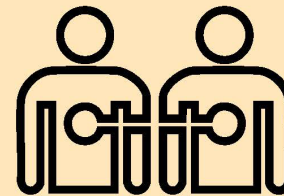
Inclusive

- We establish organisational strategies that prioritize inclusivity and equity.
- We are visible advocates for diversity, ensuring it is embedded in all decisions.
- We model behaviours that create a culture of belonging and respect and where non-inclusive behaviours are not tolerated.



Sustainable

- We lead with commitment to long term impact, balancing growth with environmental and social responsibility.
- We drive initiatives that align with environmental care, social equity, and financial sustainability.
- We inspire others by demonstrating personal commitment to sustainable practices.



Connected

- We build and nurture relationships across the organisation and beyond.
- We facilitate cross-departmental collaboration and shared goals.
- We ensure organisational practices promote cohesion and alignment.



Joyful

- We celebrate organisational milestones with authenticity and enthusiasm.
- We promote a culture where joy and gratitude are central to the work and audience experience.
- We inspire pride and passion in the Barbican's mission and impact.

The Barbican Way