

# Job Description

**Job Title: Barbican Immersive Producer**  
**Department: Barbican Immersive**  
**Grade: D**  
**Location: Barbican**  
**Responsible to: Senior Producer, Immersive**  
**Responsible for: N/A**

The Barbican is an international arts, conference and learning organisation in the heart of the City of London.

Across its theatres, concert halls, cinemas, galleries, business venues, public and community spaces, the Barbican showcases the most exciting artists and performers from around the world, pushing traditional artistic boundaries and helping us understand our lives in new and unexpected ways. Each year, the Centre presents hundreds of different performances, events and exhibitions that entertain and inspire millions of people, create connections, provoke debate, and reflect the world we live in.

Firmly rooted in its neighbourhood, the Barbican collaborates on projects with local communities and supports young people and emerging talent to develop their artistic practice and access jobs in the creative industry.

## Purpose of Post

The Barbican Immersive Producer will be responsible for managing, developing and coordinating Barbican Immersive exhibitions, commissions and related events from initial project planning through production to delivery. Project managing exhibitions, experiences and commissions on and off site as well as supporting the development of exhibitions for tour, nationally and internationally. The Producer will be a key role in ensuring new projects and commissions are suitably prepared for touring.

The Producer will work closely with in-house front of house and operational teams, technical crews, partner organisations and an administrative team to deliver high profile exhibitions and commissions, supporting the Head of Creative Programme and the Senior Producer, working to establish and maintain the organisation as a leading venue for the presentation and of exhibitions and commissions foremost at the Barbican but also internationally. They will also promote the work of the department to partner organisations, with the aim of securing further contracts and projects.

Travel, weekend and evening work may be required in relation to the requirements of the role.

## Main Duties & Responsibilities

Production, Delivery

- Develop and produce the planning, budgeting, and scheduling of immersive exhibitions, commissions and key projects ensuring timely delivery within budgets provided in liaison with the Senior Producer and Head of Creative Programme
- Work with colleagues and collaborators across the Barbican Centre, coproducers, and the City of London to ensure cohesive programming and successful cross-arts programming as part of the Artistic Vision.
- Ensure that all programming, exhibitions and commissions are suitable for successful and efficient touring by the Immersive Exhibition Managers.
- Identify and mitigate potential risks associated with exhibition and commission production and touring.

#### Exhibition and Commission Development:

- Contribute to the development and research of new concepts, ideas and projects that Immersive can develop as part of our programme, in line with the Barbican vision, The Barbican Immersive strategy and/or the Head of Creative Programme's intent.
- Create plans and coordinate with various production teams both internally and externally, including Designers, Curators, Fabricators, and installation teams as required.
- Ensure the concept and design plan of exhibitions and events is coherent with the Barbican vision, The Barbican Immersive strategy and/or the Head of Creative Programme's intent.
- Manage technical teams, including lighting, sound, and AV specialists, to ensure high-quality production values. Maintain and develop knowledge in these areas.
- Ensure the safe execution of projects, taking reasonable care for your own health and safety, and that of other persons that may be affected within your working environment, in accordance with the Barbican Centre's and Corporation of London's Health and Safety procedures.
- Coordinate and manage logistics of exhibition and commission production across the full project lifecycle, including delivery, installation, deinstall, transportation, shipping, and storage, with support from the Exhibition Organiser.
- Manage vendor relationships and negotiate contracts.
- Oversee and manage the installation and de-installation of exhibitions, ensuring adherence to timelines and budgets and in liaison with the Production Manager.
- Oversee and manage the graphic production and related contractors for the exhibition for example interpretation panels and artwork information panels.
- Manage exhibition and commission maintenance and upkeep.
- Provide and develop materials to support sponsorship and partner opportunities for example the Exhibition Presentation.
- Oversee the development of publishing related to the programme in print and online.

#### Financial Management

- Develop and manage assigned exhibition budgets in detail and with weekly reporting.

- Monitor expenses and revenue, ensuring financial accountability and efficiency.
- Prepare financial reports and forecasts for the Senior Producer and the Head of Creative Programme.

### Relationship Management

- Represent the Barbican Immersive team at events, conferences, festivals and other events as suggested by the Head of Creative Programme.
- Maintain good and diplomatic relationships with institutions representing the Head of Creative Programme and/or Senior Producer where appropriate in official events as necessary (press events, VIP dinners and private views).
- Build and maintain strong relationships with artists, curators, partners, and funders.
- Manage project teams, including freelancers and contractors.
- Internal stakeholder management and communication across all Barbican departments where needed.
- Collaborate with international partners to develop and tour exhibitions. Developing potential sales opportunities and researching co-producers and future partnerships.

### 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
- Comply with the City Of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action

## Person Specification

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**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.

### Professional Qualifications / Relevant Education & Training

1. Training in the Arts (e.g degree or informal education in Art, Immersive Design, Creative Production, Art History, Curatorial or a similar related area)

### Experience Required

2. At least 5 years professional experience in exhibition production, preferably in an immersive or contemporary art context.
3. Experience commissioning and developing digital creative projects
4. Experience of creating projects with international stakeholders
5. Experience of managing people, including freelance crews and interns
6. Experience managing budgets from £10,000 to £500,000+.

### Technical Skills & Knowledge

7. Excellent project management skills - ability to effectively coordinate complex projects and manage multiple stakeholders / contributors to tight deadlines
8. Able to manage project budgets efficiently and effectively
9. Ability to work and discuss projects at highest levels internationally with existing and potential partners
10. Ability to research and assess new ideas and projects and make proposals to incorporate these within an artistic programme
11. Ability to manage parallel projects with varying production schedules
12. Willingness to travel both domestically and internationally.
13. Excellent IT and word processing skills (Microsoft Office Suite, including Word, Excel, Powerpoint, Sharepoint, Outlook and Teams)
14. Adobe Creative Suite

### Desirable

15. Demonstrable knowledge and keen interest in National and International museums, art and culture institutions and the immersive and XR sector.
16. A keen interest in art, design, the immersive sector and creative and digital technologies
17. Experience of writing creative briefs
18. Knowledge of health and safety regulations and creating Risk Assessments
19. More than one language spoken

- 20. Experience of complex and 50K+ procurement processes
- 21. Public speaking and presenting

### **Other Relevant Information**

(e.g. working hours if applicable)

Working hours are generally 10am-6pm, however there may be some shifts in working patterns during exhibition install and deinstalls with some weekend work required – time off in lieu can be acquired

Travel will be required.

### **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 above 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.

## **Contract**

The position is offered on a fixed term basis for up to 12 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 10am – 6pm Monday to Friday, being 35 hours per week excluding lunch breaks, but the post holder shall be expected to work the hours necessary to carry out the duties of the position. Some evening and weekend working may be required.

## **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

# 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.



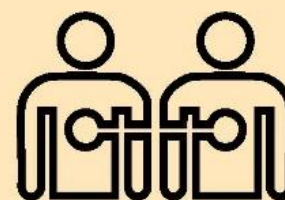
## Inclusive

- 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**