



JOB DESCRIPTION	
Job Title	Assistant Producer
Department	Theatre & Dance Department – Arts Division
Grade	C
Location	Barbican Centre
Responsible To	Producer
Responsible For	

### Purpose of Post

To support the Producers in facilitating and delivering the Barbican Centre’s International Theatre and Dance programme, assisting with management of administration for all incoming productions. To take line management responsibility for certain incoming productions as delegated.

### Main Duties & Responsibilities

- 1) To work with the Producers on a project basis in assisting with the management and delivery of all incoming productions. Duties to include:
  - To assist with putting all performance and room booking details onto Artifax and updating with changes as required.
  - To assist with the preparation of box office set up forms based on an outline from the Producer.
  - To compile all permitted paid engagement letters and certificate of sponsorship applications for incoming productions.
  - To manage all accommodation needs for incoming productions, including the management of the accommodation budget in consultation with the Producers.

- To arrange airport pick-ups for incoming productions, meeting and greeting companies and delivering per diems.
  - To co-ordinate hospitality events for incoming productions, especially first night parties; this includes the management of the hospitality budget.
  - To set up and manage the 'house book' including liaison with visiting companies and Box Office as required. Administer all special ticket requirements.
  - To set up and maintain the show accounts in consultation with the Producer.
  - To manage the processing of invoices and purchase orders on the CBIS system as required in liaison with the accounts department.
  - To assist with invoice management and all contra schedules/recharges.
- 2) To deputise for the Producers and officiate in their absence.
  - 3) To provide holiday cover where necessary for the Theatre office team.
  - 4) To attend regular Theatre Project Team meetings and to contribute to the marketing campaigns for the season productions.
  - 5) To proof marketing materials including programmes and freesheets and press releases for season productions.
  - 6) Attend Event Planning Meetings as required, to brief the venue services departments and liaise with them to ensure the smooth running of events.
  - 7) To be present at evening performances and associated events as required during the Theatre season.
  - 8) To assist with the fostering of relationships with outside bodies including Embassies and other grant giving organisations, as well as developing relationships with individual donors on specific projects.
  - 9) To liaise with companies and Producers in deciding the schedule of access performances for each season, continuing to research and improve all aspects of these performances
  - 10) With the other Assistant Producers, to book and organise all access events for the Theatre seasons and manage the access budget whilst maintaining good working relationships with the relevant companies and contacts. To be present at designated access performances.
  - 11) Where appropriate, to ensure that surtitles are reformatted and checked for incoming foreign language productions.
  - 12) To co-ordinate Stage Door and Green Room schedules, to ensure late and weekend calls are covered as needed and check and process monthly time sheets.
  - 13) To line produce designated productions as delegated by the Head of Theatre.

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 assist with any other relevant tasks as required and where necessary

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PERSON SPECIFICATION	
Job Title	Assistant Producer
Department	Theatre & Dance
Grade & Level	C
Trent Position Number	

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.

**Professional Qualifications / Relevant Education & Training**

- Formal qualifications are not required.

**Experience Required, including Budget Holding Experience (if appropriate)**

- Previous administrative experience in a theatre or dance environment is essential (A, I)
- Demonstrable computer skills including Microsoft Office software (A, I)

- Good communications skills and experience in dealing with both external and internal customers (A, I)
- Budget management and/or invoice processing experience (A, I)
- Experience with working as part of a team and also independently (A, I)
- Some experience of arts marketing (A, I)

### Technical Skills

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

- Experience of event management (A, I)
- Previous experience of managing or supervising staff (A, I)
- Visa and certificate of sponsorship knowledge (A, I)
- Experience of diary and travel management (A, I)
- Language skills (A)

### 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 £35,740 per annum inclusive of 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

The position is offered on a permanent contract.

## 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.

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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](https://barbican.org.uk/values)

