



<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	Communications Officer (Music)
<b>Department</b>	Barbican Centre, Communications
<b>Grade</b>	C
<b>Location</b>	Barbican Centre
<b>Responsible to</b>	Communications Manager (Music)
<b>Responsible for</b>	N/A
<b>Key Relationships</b>	Senior Communications Manager, Artforms Communications Managers and Assistants, Marketing Managers and Assistants, Artforms Producers, Programmers, and Curators

The Barbican is an international arts, conference, and education centre in the heart of the City of London. We are London's Creative Catalyst for arts, curiosity, and enterprise. Across our theatres, concert halls, cinemas, galleries, business venues and public and community spaces, we spark creative possibilities and transformation for artists, audiences, and communities – to inspire, connect and provoke debate. We are the place to be and a place where everyone is welcome. Our impact is felt far outside our walls and ripples beyond the experiences we offer – locally, nationally, and internationally.

The Communications Team devises creative, engaging, and strategic campaigns to effectively promote the Barbican's corporate narrative and world-class arts and learning programmes to a wide range of audiences including our people, the media and key stakeholders.

The Barbican's arts and learning programming pushes the boundaries of all major artforms, including dance, film, music, theatre, and visual arts. We work with outstanding artists to create an innovative and diverse programme, collaborating with organisations from our local area and from around the globe to give audiences opportunities to experience outstanding work by the artists of today and to invest in those of tomorrow.

### **Purpose of Post**

To support the Barbican's artistic, community and commercial objectives by maximising positive media coverage of its ambitious and diverse artistic and artform-related creative collaboration programming, in collaboration with the Communications Manager and Communications Assistant.

## **Main Duties & Responsibilities**

1. To support the Communications Manager devise and implement creative media campaigns to obtain maximum editorial news, preview, and review coverage in international, national, regional, and local media for major Barbican events, to bring in audiences and build and maintain the Barbican's reputation.
2. To devise and manage allocated proactive press campaigns and strategies around concerts, performances, screenings and/or exhibitions, and to contribute towards occasional cross-arts media campaigns alongside the wider Communications and Marketing teams.
3. To write and distribute press releases and images, including researching and gathering relevant information and permissions by liaising with artists, managers, producers, curators, programmers, external PRs, and other internal and external stakeholders.
4. To organise and supervise filming and photography, set up photocalls, draw up and store photography contracts, provide photo passes, and manage access, including clearing permission and signage.
5. To process, store and archive photography and video following Barbican photography guidelines, including sourcing, crediting, captioning, and distribution of photos and video footage as required, together with other requested information.
6. To set up interviews, trips to radio stations, TV, etc., and make travel arrangements as necessary.
7. To organise and run press desks for selected concerts, screenings, performances, and/or exhibition openings; and support the wider Comms team with other events such as press launches and receptions.
8. To collaborate with the Barbican's artforms and marketing teams to ensure media campaigns align with organisational priorities.
9. To proactively form and build good relationships with artform-related and general media, as well as artists and other stakeholders.
10. To take active interest in the industry and media in general, regularly researching, gathering and sharing information and industry-related news with the Communications team, and wider teams as appropriate.
11. To help train and support the Communications Assistant, supervising their daily tasks, workload, and priorities, reviewing it regularly with the Communications Manager.
12. To maintain and update relevant contacts on the media database, sharing updates with the wider Communications team when relevant.

13. Follow effective evaluation systems and ensure that insights from evaluation are used to continuously improve strategies, plans, and activities.
14. To support the Communications Manager in maintaining the department's budget accurate and up to date.
15. Communicate regularly with the Corporate Communications team, sharing relevant updates and ideas to be shared internally, including weekly highlights and events.
16. To maintain a good working relationship with the Barbican's resident and Associate companies, as well as programming and sponsorship partners, including managing press campaigns, hosting press events and administering press tickets for events.
17. To represent the communications team in internal and (occasionally) external meetings, taking notes and feeding information back to the Communications Manager, and others as appropriate.
18. 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.
19. 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.
20. To undertake any other duties as required across the wider communications team that may reasonably be requested appropriate to the grade.



PERSON SPECIFICATION	
<b>Job Title</b>	Communications Officer [Cinema / Music / Theatre & Dance / Visual Arts]
<b>Department</b>	The Barbican Centre, Communications
<b>Grade</b>	C

Please find below the key skills, experience and core behaviours required to undertake this post.

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

- Demonstrable interest in the arts in general and specialist knowledge in [Classical and Contemporary Music / Theatre & Dance / Visual Arts / Cinema], together with good contacts within the arts press (A)
- Strong administrative skills – ability to uphold and implement administrative systems, run an office smoothly with attention to detail (A, I)
- Excellent copywriting and proof-reading to be used for producing high quality written materials including writing press releases, pitches, briefing notes and programme and exhibition interpretation (A, I)
- Excellent verbal communication skills to for pitching, meeting journalists and successfully run press desks and events (A, I)
- Evidence of media coverage secured for past projects (A, I)
- Ability to research and work independently (A)
- Strong computer and database skills (A, I)
- Diplomacy and good presentation skills (A, I)
- Ability to work under pressure (A)
- Ability to think strategically to devise creative communications campaigns (A)
- Flexibility and ability to multitask, adept at working across multiple press campaigns, capable of swiftly adjusting to changing priorities while efficiently managing their time. (A)
- Self-starter and motivated: shows initiative and creativity and is solution oriented, thinking outside the box to resolve issues.

## Experience Required

- Demonstrable experience gained within Communications/PR, preferably in an arts environment, with a clear understanding of press and digital media (A, I)
- Experience of teamwork (A, I)
- Experience developing and executing communications campaigns (A, I)
- Experienced in pitching for national press features (A, I)
- Demonstrable experience of using diplomacy and tact in order to communicate with journalists, artists, colleagues and stakeholders (A, I)
- Demonstrable experience developing media campaigns and achieving press coverage
- Experience guiding and mentoring junior team members in tasks and projects.

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

Full time 35 hours per week, Monday to Friday with some evening and weekend working as part of this role.

## Recruitment – Note to Applicants

***These key skills and core behaviours 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**

The starting salary for this role 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 basis.

## **Hours of Work**

The hours of work are 9am – 5pm, 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 leave plus Bank Holidays. There are subsequent increases to entitlement to annual leave 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

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**Creative Catalyst**  
for arts, curiosity  
and enterprise



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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