

Job Description

Job Title: Classical Programming Co-ordinator
Department: Music
Grade: C
Location: Barbican Centre
Responsible to: Classical Programmer
Responsible for: N/A

Barbican Centre

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.

Music Programme

Our boundary-pushing **music programme** is renowned for its range, ambition and inclusivity. Alongside our partners, we provide some of the most exciting musical experiences in the capital, from dazzling classical concerts and opera to unique shows with leading contemporary artists, cutting-edge electronic creations, durational experiences and cross-arts collaborations. Together we create projects which go beyond the standard live music experience, presenting music which hovers at the edges of classification.

We provide artists with bespoke development opportunities and invest in artists and ensembles through commissions. We are committed to an ambitious, creative, diverse and distinctive programme which showcases both local and international developments in the art form and is engaging and relevant to the multiple communities we serve.

Our concerts are open and accessible to all: there are discounted tickets to 14–25 year-olds through our Young Barbican scheme, while our Club Stage events offer young people a new route in.

Purpose of Post

To co-ordinate all aspects of the music programme, manage information flow and systems backing these events, and provide support at events when needed.

To be committed to providing the highest level of customer service, to both internal and external customers, and actively seek to promote equality of opportunity in relation to the duties of the post in alignment with our purpose and values, to be inclusive, connected, joyful, daring and sustainable.

Main Duties & Responsibilities

To assist the Head of Music and Classical Programmer by co-ordinating all aspects of programming, planning and delivery of the music programme. These duties will fall into the following areas:

1. Planning / Administration

- In collaboration with the Head of Music and Classical Programmer, to establish and manage plans for the delivery of Barbican classical programme.
- To co-ordinate all aspects of the planning, budgeting, marketing, press/PR, and delivery of the concert programme, ensuring the timely and accurate supply and updating of information to all relevant parties, both internally and externally.
- To create internal procedures supporting programming administrative processes, and to feed into development of departmental policies and procedures.
- To clash-check all repertoire to ensure LSO, BBCSO and other partners, artists and repertoire do not clash in any given season.
- To maintain and update Artifax information management system and programme planning documents.
- To act as the first point of contact for the programming function, both externally and within the Barbican.
- To draft contracts, letters and reports and project summaries.
- To create and distribute performance and commission contracts for all artists, performers, composers, consultants, co-commissioners and producers, and ensure their timely return.
- To liaise with internal departments including marketing, press, development, box office, finance and production regarding current and future programming plans.
- To liaise with artists and artist managers in programming, planning and financial negotiations.

- To negotiate diary dates with the Artistic Hires & Planning Manager and external artist managers, ensuring adequate dates are held for concerts, seasons and festivals; maintain dates list for Programmer and disseminate to the Senior Producer as necessary.
- To liaise with artists and their sponsors/management/agents/record companies regarding guest lists, ticket buys and reception requirements (and liaise with Concerts Planning Coordinator).
- To maintain filing and Sharepoint archiving systems for contracts, programming plans and information, promotional material and CDs.
- To create event and festival databases to collate artist deals and contact details.
- To liaise with Production Managers about all aspects of events, sourcing information from Programmer, artists' managers/agents & record companies as necessary.
- To attend concerts and other internal and external events as required and represent Barbican Music when appropriate.
- To play a full part in the work of the programming team, inputting creative ideas, researching artists and projects, and developing proposals as appropriate.
- To carry out any reasonable tasks as requested by the Head of Music and Classical Programmer.

2. Finance

- To draft individual event budgets incorporating artist deals and correct budgetary provision for exchange rates and foreign entertainers' tax; set appropriate ticket bands and prices in consultation with the Programmer; calculate sales targets.
- To monitor and update budgets and sales figures to reflect box office income and cost changes and report on budgets as required by Head of Music and the Classical Programmer.
- To arrange all artist fee payments, identifying method of payment, liaising with Production Managers where cash needs to be ordered for fees; using the CBIS accounting system to process invoices.
- To liaise with box office and Production Managers to arrange payment and final settlement process with agents, promoters and tour managers.
- To act as first point of contact for finance regarding budget/payment queries.

3. Box Office, Tickets and Guest Lists

- To set concerts up on sale; set seating/pricing plans in consultation with the Head of Music and Classical Programmer and liaise with box office on all set up detail.

- To monitor ticket sales, price resistance and yield management, and in consultation with Classical Programmer and Marketing, make adjustments to pricing and seating areas to ensure optimum ticket sales and even house dressing.
- To manage all seat holds for artist comps, house guests, filming, sight lines, stage extensions, production etc.
- To manage concert guest lists; liaise with artists, artist management, box office, sponsors and record companies and staff the guest ticket collection desk before concerts as necessary.
- To manage staff offers and staff ticket allocation.
- To assist artists and their sponsors/management and record companies purchase concert tickets.

4. Marketing, Press and Development

- To ensure that marketing, press and development departments are fully briefed with accurate and up-to-date information on current and future concerts to ensure that their work is fully co-ordinated with programming, production and development.
- To attend weekly meetings to discuss sales and strategies for forthcoming concerts.
- To proof print and marketing materials.

5. Programme responsibilities

- To lead on the relationship with ECHO Rising Stars.
- To contribute to classical programming in Milton Court & LSO St Luke's.
- To support AAM relationship, and other classical rentals.

6. General

- 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

Person Specification

Job Title: Classical Programming Co-ordinator
Department: Music
Grade: C
Trent Position number: 05B0231/004
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

1. GCSE Grade C/6 or above in English and Maths, or equivalent (A)
2. Good knowledge of classical music with strong familiarity of musical repertoire and aspects of musical practice. (A), (I)

Experience Required

1. Experience of working in an artistic environment and preferably a venue in an administrative function. (A), (I)
2. Understanding and/or experience of the music industry and the relationships between artists, venues and promoters. (A), (I)
3. Creating and working with office systems, implementing and optimizing processes for the smooth delivery of projects. (A), (I)
4. Coordinating multiple projects and complex schedules supported by exceptional organisational, time-keeping and problem-solving skills. (A,I)
5. Experience of working with contracts and budgets. (A), (I)

Technical Skills & Knowledge

1. Experience of working with information management systems i.e. Artifax (A), (I)
2. Good level of administrative and IT skills including MS Office (Word, Excel, Access and Sharepoint). (A)

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

1. Desirable:
 - An interest and knowledge of the wider arts scene. (A), (I)
 - Experience / familiarity with box office software would be advantageous. (A)
 - Excellent communication skills with the ability to liaise and negotiate with internal and external clients. (A), (I)
2. Working hours are Monday – Friday, 35 hours per week, with some attendance at concerts on evenings and some weekends.

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 permanent basis.

Salary

The salary range for this job is £35,740 - £39,540 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, 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 24 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.

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

