

Job Description

Job Title: Production Manager
Department: Music
Grade: D
Location: Barbican Centre
Responsible to: Senior Producer
Responsible for: N/A

Barbican Centre

We're 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.

Our eclectic programme features the most exciting performers and artists in music, theatre, dance, the visual arts, cinema, and beyond. We work with artists at every stage of their career, supporting and fostering opportunities for ground-breaking new talent as well as promoting the work of world-class artists.

Through our creative vision, we aim to create better access to the arts, increase representation and ensure the Barbican uses its unique position and platform to unleash the power of creativity in everyone.

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 emerging talent 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 manage the delivery of a diverse and dynamic concert schedule in conjunction with the Senior Producer. To work closely with the Senior Stage Manager, Technical Manager and the Music Programmers to affect the delivery of the Barbican Music programme to one international standard. The post-holder will work on a variety of music events and genres.

The Production Manager will be expected to actively seek opportunities to support equality, diversity, and inclusion at work. To include ensuring the highest possible levels of access provision for events including relaxed, BSL, captioned and audio described performances.

Main Duties & Responsibilities

1. To work closely with all Barbican internal departments and external contractors, to ensure consistent and high-quality levels of service to all incoming artists and event organisers and to develop excellent relationships with partners (including internal), clients and artists at all levels.
2. To maintain an allocation of event requirements across venues both within the Barbican Centre and beyond, operating with an understanding of rental and own promotion relationships.
3. To manage artist logistics for own-promotion events, to include but not limited to:
 - booking hotels and travel on approval of the artist and provide the necessary internal transportation as per contract; this may include negotiating with artists to meet budgetary and contractual constraints.
 - booking runners, assistant production managers, external rehearsal spaces, loaders and backline technicians when events require.
 - booking rehearsal space, backline, technical equipment and sourcing specialised instruments when events require.
 - completing Certificates of Sponsorship or PPE letters of invite for all international artists.
 - booking event catering, choosing appropriate menus within budget or organising meal buyouts.
4. To collate artists' technical and staging requirements to include riders, stage plans, backline needs, necessary keyboard hires and any additional sound-check and all rehearsal details. To work with the Senior Stage Manager and Technical Manager on the staging and technical requirements of each event to ensure that rider specifics can be achieved, and those requirements are communicated to event staff and effectively detailed on Artifax.
5. When allocated, to attend and oversee rehearsals, sound-checks and concerts in the Barbican Hall, Milton Court Concert Hall or other external venues as appropriate and to event attend any associated Concert Hall activity to include talks, workshops and foyer projects.
6. To manage own promotion event budgets in conjunction with the Senior Producer and Programmers; arranging cash payments of artists' fees and per diems, where applicable, and in accordance with contractual agreements, and apply for FEU exemptions/reductions as necessary.
7. To prepare detailed costings of planned events, obtaining promoter/client approval and to ensure all information is entered onto the Artifax system within agreed timescales. To obtain estimates for additional services required by the promoter/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 promoter/client after the event (when external charges are applicable).
8. To administer and update Artifax event notes for all assigned rental or own-promotion Music department concerts to include all necessary internal operational requirements. To detail additional spatial requirements, all front of house event services to include (but not limited to) IT, security, fire officers, house management, in-house catering services, car parks, merchandising, projects / engineering and to produce / circulate the artist's schedule to all relevant bodies. To attend Artifax briefings and training updates as required.

9. To co-ordinate event associated TV and radio concert broadcasts in conjunction with the Senior Producer and the Technical Manager, in addition to the relevant external recording company, and to oversee facility fee charges and requests for the issuing of contracts and agreements where necessary.
10. To oversee arrangements for merchandising and press as related to any allocated events within the Centre, and to work closely with the Senior Producer and Marketing team on own-promotion festival branding and any requests for rental branding within the Centre.
11. To liaise with the Music Marketing team with regards to programme deliveries where required.
12. To be responsible for the correct protocol for Royal visits and visits by other VIPs on allocated events and to liaise with event organizers, Promoters and service departments to make the necessary arrangements for performances by high profile artists.
13. To work with the Production, Technical and Stage teams to ensure the successful completion of music event administration to include piano tuning schedules, PRS returns, deliveries and all other duties as stipulated by line managers. To circulate event changes from the Music programming team or the Artistic Hires & Planning Manager to the Barbican services departments as and when necessary.
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 undertake any other duties that may reasonably be requested appropriate to the grade.
17. [Budget Holders Only] 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

Job Title: Production Manager
Department: Music
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

1. High degree of computer proficiency (including Word & Excel). Training will be given on Artifax. (A)
2. Active interest and knowledge of music (up to degree level is desirable). (A), (I)
3. Excellent knowledge of all aspects of music events production, with an emphasis on classical music. (I)
4. Good knowledge of the Health & Safety requirements. (I)
5. Good knowledge of the Home Office requirements for visiting artists. (I)

Experience Required

1. Proven track record of working in a multi-disciplinary arts venue, or complex multi-layered organisation; (A) (I)
2. Experience of working within the music industry in a similar position (A), (I)
3. Experience of working with detailed budgets and schedules (I)
4. Experience of working independently under pressure in a multi-task environment as part of a team (I)
5. Experience of spending time working with clients/customers through appropriate processes, paperwork and face to face interaction. Establishing good working relationships, supporting and co-operating with others. (I)
6. Good experience of planning ahead, changing priorities and taking corrective action when needed on tasks and events. (I)
7. Experience of creating systems and processes to support project work and event management. (I)

Technical Skills & Knowledge

1. Substantial experience of advancing technical requirements for music events and ability to communicate event needs to stage, technical and production colleagues. (A), (I)
2. Proficient in assessing technical riders (I).
3. Good knowledge of and contact with technical suppliers (e.g. backline, keyboard hire, etc). (A), (I)

Other Relevant Information

1. Weekend and evening work will be required as appropriate to the concert schedule, so a flexible approach is a requisite

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 at 4 days per week on a permanent basis.

Salary

The salary range for this job is £41,360 - £46,050 per annum (full time) 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, 4 days per week excluding lunch breaks, 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 (based on full time working hours. This will be pro-rated for part time) 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

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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

