

Job Description

Job Title: Exhibition Production Manager
Department: Barbican Immersive – Barbican Centre
Grade: E
Location: Barbican Centre
Responsible to: Head of Creative Programme (Barbican Immersive)
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.

Barbican Immersive

Barbican Immersive create exhibitions and experiences that launch at the Barbican and then tour internationally. Their exhibition programme explores the key topics shaping society today, including artificial intelligence and the climate emergency. They produce exhibitions that use emerging technology and digital creativity to put the visitor at the centre of the experience. Previous exhibitions include Digital Revolution (2015), AI: More than Human (2019) and Our Time on Earth (2022).

Purpose of Post

The Exhibition Production Manager will work closely with the Exhibition Manager, Exhibition Organiser, AV consultant, Head of Creative Programming and the Barbican Immersive team, to deliver a large-scale multi-media exhibition to be held from May to August 2025. The role will take particular responsibility for the detailed project management of the construction phase of the exhibition as well as the procurement of hi-spec audio visual equipment, supported by an AV Consultant, ensuring both exhibition build and AV equipment are delivered on time, within budget and to the highest possible standard.

A proven high level of technical expertise and experience obtained in similar roles and through working on projects of a similar breadth and scale will be essential as will a broad knowledge of the processes and tasks involved with the production of exhibitions within a museum or institutional environment.

A commitment to providing the highest level of customer service and actively seeking to promote equality of opportunity in relation to the duties of the post in alignment with the Centre's values.

Main Duties & Responsibilities

Exhibition Planning & Build

To work closely with the Exhibition Manager on the production management of the Barbican Immersive Summer 2025 exhibition. Lead on the review, production and delivery of the exhibition's build, AV and graphic elements in all spaces dedicated to the exhibition.

1. To ensure that exhibition build, equipment, and graphics are delivered to the highest standard and within budget.
2. To liaise with designers and contractors to ensure that the exhibition structure is designed and built in such a manner as to be easily transported and installed in a variety of spaces for the exhibition tour, while maintaining the highest standards and meeting exhibition's sustainability principles.
3. To liaise with a range of artists and studios regarding any production requirement for the build, AV and media design.
4. To be involved in key project meetings - with exhibition interior designers, graphic, media and lighting designers, the curatorial team and internal Barbican staff.
5. To produce a works schedule for Production and liaise with the Exhibition Manager and Exhibition Organiser on the wider installation and deinstallation schedule.
6. To produce technical drawings, create design layouts and elevations for new commissions as required to support exhibition design and planning.
7. To advise Exhibition Manager on the level of budgets required for technical and exhibition purposes, and to maintain Production budgets during installation and get out of exhibitions, working closely with the Barbican Immersive team and Finance.
8. To work in collaboration with the Exhibition Manager on any tender and procurement procedures for the construction and AV equipment as required.
9. To liaise with the sound designer about integration of any AV equipment in the exhibition build and confirm any technical details and requirements with AV Consultant
10. To liaise with the lighting designer to make sure any lighting system agreed has been reviewed based on budget, touring requirements, and is integrated into the exhibition design and structure if needed.
11. To liaise with the AV consultant on the collation of AV equipment, identify and source best possible arrangements and cost-effective solutions.
12. To be responsible for the reviewing of architectural drawings and CAD files for construction and design purposes and report to the Exhibition Manager.

13. To maintain expert knowledge of digital and technological practices in the industry for implementation across the exhibition and other projects as needed.
14. To support work across additional projects within the Immersive team as required by the Head of Creative Programme.

Installation coordination

To work with the Exhibition Manager and Organiser to plan the installation and de-installation of the exhibition, overseeing all technical planning and creating method statements as required.

15. To act as a team leader during the installation and deinstallation, delegating to Technicians as required.
16. To contribute towards the ongoing development of the Major Incident Plan in implementing agreed procedures in the event of an incident.
17. To lead on the transfer of the exhibition design and any build elements from design phase to construction and installation.
18. To lead on active supervision and regular review of the fabrication of exhibition structure ensuring deadlines are met, the agreed design is fully understood and delivered and any issue gets promptly notified to the Exhibition Manager and the Design team accordingly.
19. To support the Exhibition Manager in coordinating and overseeing exhibition contractors and their technical crews during installation of the show during April/May 2025 and maintaining the schedule.

Management and Administration

20. To keep the Exhibition Manager and team members up to date with regular progress reports.
21. To maintain extensive knowledge of key procedures and implementing appropriate documentation, including but not limited to Health and safety and Risk Assessment Method Statements. Dealing with contractors' requirements and liaising with Barbican staff accordingly.
22. To undertake administrative and other duties as required.

General

23. To 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.



24. To 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.
25. To undertake any other duties that may reasonably be requested appropriate to the grade.

Person Specification

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Department: Barbican Immersive – Barbican Centre

Grade: E

Trent Position number: N/A

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. Knowledge and experience of installing exhibitions and producing new commissions (A) (I)
2. Experience of understanding plans & technical specifications, and working with artists, curators and architects and advising on issues related to design, build and budget. (A) (I)
3. Knowledge and experience of CDM Regulations and how to implement these in relation to procurement and gallery construction and installation (A) (I)
4. Knowledge and experience of CDM Regulations and how to implement these in relation to procurement and gallery construction and installation (A) (I)
5. Excellent knowledge of the Health & Safety at Work Act, and risk management/risk assessment in relation to H&S, fire safety and temporary work (A)
6. Computer literate, with a good knowledge of Microsoft Outlooks, Excel and Word and exhibition design programmes. (A)
7. A broad understanding of new developments and best practice in the museum and gallery sector as it pertains to exhibition installation and design, and building and equipment maintenance (A) (I)

Experience Required

1. Good communication skills and the ability to problem solve and work under pressure (I)
2. Experience of working in a gallery or museum or comparable environment, managing large-scale art installations, lighting and audio-visual presentations and their maintenance (A) (I)
3. Experience of managing budgets and advising on exhibition related costs (A) (I)
4. Experience of tendering and procurement and securing best value and alignment with sustainability targets (A) (I)
5. Knowledge and commitment to Equal Opportunities (A)
6. Experience of managing a team as well as recruiting, developing and managing casual staff (A) (I)
7. Experience working on touring exhibitions (A) (I)

Technical Skills & Knowledge

1. As part of a small team, a willingness to be hands-on when required and to use Gallery equipment for maintenance (A)
2. Being able to read and do technical drawings and use related software e.g. Photoshop, Sketch up, Vector and/or CAD (A) (I)

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

1. Working hours are usually 10.00am – 6.00pm, 3 days a week. During installation periods working hours increase and may include some weekend working, which is recoverable via time off in lieu.

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 fixed term basis until 10 September 2025.

Salary

The salary range for this job is £46,050 - £51,530 per annum inclusive of all allowances. This will be prorated to reflect the part-time hours. 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

The hours of work are 10.00am – 6.00pm, 3 days a week, being 21 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. This will be pro-rated to reflect the part-time working hours. 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

