



## JOB DESCRIPTION

<b>Job Title</b>	Communications Assistant – Theatre & Dance, Cinema and Creative Collaboration
<b>Department</b>	Barbican Centre, Communications
<b>Grade</b>	B
<b>Location</b>	Barbican Centre
<b>Responsible to</b>	Communications Manager - Visual Arts
<b>Responsible for</b>	N/A
<b>Key Relationships</b>	Senior Communications Manager, Artforms Communications Managers and Officers, 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 art forms 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 Communications Officer and Manager in their work to devise and implement creative media campaigns via a range of supporting administrative duties, including the preparation and distribution of press and internal materials, handling of incoming enquiries and requests, maintenance of records and documents, delivery of business processes, monitoring of media coverage, supporting events and travel logistics, and research.

## **Main Duties & Responsibilities**

1. To log and handle general incoming press enquiries, including press materials and lines, images, tickets, photography, filming, and other requests.
2. To help with compiling press copy for regular artform and cross-arts listings, draft select press releases and manage distribution of artform press releases and other materials through the communications team's media database system, the Barbican website, and/or by email.
3. To maintain and update the media contacts database, regularly revising lists and updating contacts in a timely fashion, updating contacts in a timely fashion from journalists' out of office messages information and direct requests.
4. To proactively monitor, tag, and archive press coverage using the media monitoring system and internal reporting systems as appropriate.
5. Compile and distribute coverage summaries and reports for internal colleagues and external stakeholders where required and collate this information to contribute to campaign evaluation.
6. To source, credit, caption, and distribute photos and video footage as required, together with other requested information in collaboration with relevant art form teams and external contacts (photographers, artists, lenders, etc) and to compile images and image sheets for press use, ensuring correct crediting information.
7. To organise and supervise filming and photography, set up photocalls, provide photo passes, and manage access, including managing contracts, clearing permissions, and arranging signage.
8. To support the preparation and running of press desks for artform-related and wider Barbican events and press receptions, by coordinating internal



event logistics, preparing and distributing associated press materials and staffing the desk on the day/night (including occasional out of hours work).

9. To administer allocation of press tickets in Spektrix or in collaboration with artform and box office colleagues.
10. To facilitate interviews logistics such as room bookings and make travel arrangements to radio stations, TV, etc., as necessary.
11. To undertake routine financial administration, including recording planned, committed, and incurred expenses in the team's financial records; raising purchase orders; facilitating internal cross-charging; receipting invoices and supporting the Communications Manager and Officer in maintaining the department's budget and ensuring it is accurate and up to date.
12. To maintain the team's documents, files, and folders well organised and up to date.
13. To contribute to the running of the Barbican Communications team's internal communications activities, sharing relevant updates and ideas to be shared internally, including weekly highlights and events; and sharing Barbican press coverage and media news on a rota basis (BMR).
14. Keep relevant pages of the Barbican website up to date.
15. To assist in researching information and generating ideas for press campaigns, as well as pitching for select campaigns under the direction of the Communications Officer or Manager, as part of professional development.
16. As part of professional development in the role, develop and maintain an awareness of the arts and culture agenda, journalists, and outlets' interests, as well as relevant current affairs, regularly reviewing media coverage, researching, gathering, and sharing information and industry-related news with the Communications team, and wider teams as appropriate.
17. To proactively form and build good relationships with artform-related and general media, as well as artists and other stakeholders, as part of professional development in the role.
18. To represent the communications team in internal and (occasionally) external meetings, taking notes and feeding information back to the Communications Officer or Manager, or others as appropriate.
19. To assist with other administrative tasks across the wider communications team, that may reasonably be requested appropriate to the grade.



20. In support of the delivery of the other duties and responsibilities, to liaise on routine and administrative matters with agents, artists, companies, curators, producers, programmers, managers, other Barbican departments and external PR companies.
21. 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.
22. 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.



## PERSON SPECIFICATION

**Job Title** Communications Assistant – Theatre & Dance, Cinema and Creative Collaboration

**Department** Communications

**Grade & Level** B

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A) / interview (I) as indicated below.

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

#### Essential

- An interest in the arts, preferably cinema, theatre & dance and an understanding of journalism, particularly arts journalism (A, I)
- Demonstrable planning, administrative and organisational skills including the ability to manage own time, competing priorities and resources, a busy workload, and urgent tasks in a structured way (A, I)
- Dedicated to accurate copy writing and verbal communication: to enable formal communication with colleagues across departments, artists, and stakeholders. (A, I)
- Good presentation skills and a professional attitude (A, I)
- Accountability and the ability to maintain confidentiality (A, I)
- Computer systems and database literacy and ability to learn new software quickly (A)
- Self-starter and motivated: able to show initiative and suggest solutions for office-related systems and issues (A, I)

### Experience

#### Essential

- Experience of working in a busy office, an understanding of the importance of deadlines and the ability to work under pressure. (A, I)
- Ability to communicate efficiently and professionally with a variety of people, from audience members, to journalists, artists, and other stakeholders, in writing and over the phone (A, I)

**Desirable**

- Arts, communications or journalism experience and an interest in developing in this area (A, I)

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

- 35 hours per week  
(with time allocated as 2 days/week for Cinema, 3 days/week for Theatre & Dance, with occasional support for Creative Collaboration as and when required, at the discretion of the Comms Manager)
- Office hours are Monday to Friday 10am to 6pm.
- Additional hours or work at evenings or weekends may be required, whereby a time off in lieu (TOIL) and/or overtime arrangement is applicable

**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.

## **Contract**

The position is offered on a permanent basis.

## **Salary**

The salary range for this job is £30,180 - £33,120 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 35 hours per week excluding lunch breaks. The role will be rota based and shifts will be allocated between Monday to Sunday. 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



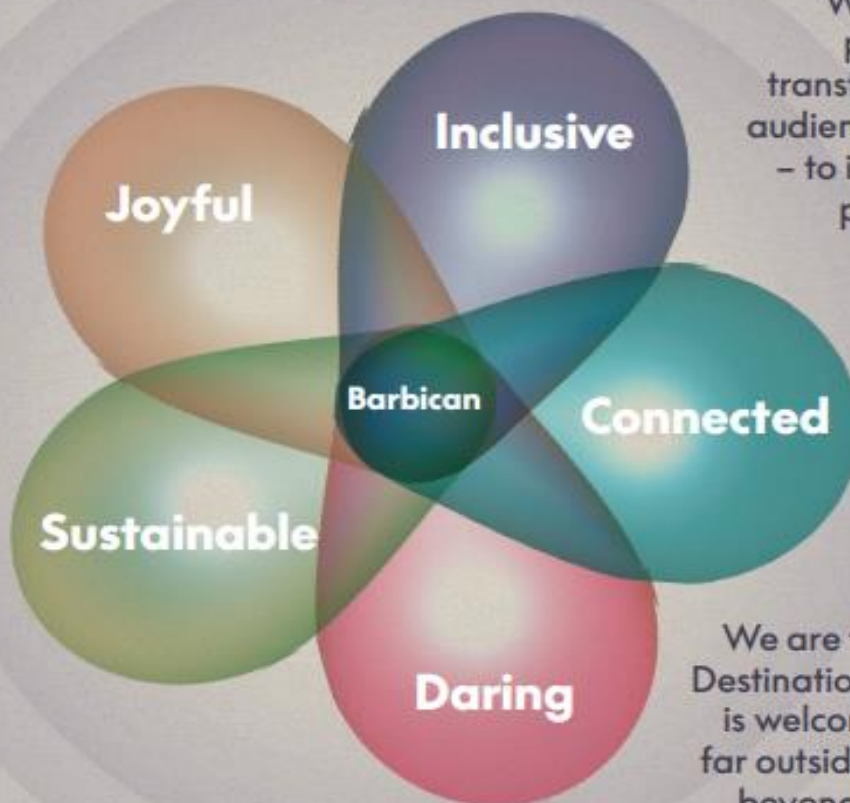


## **Sickness Absence and Pay**

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

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