

Job Description

Job Title: Technical Production Manager
Department: Creative Collaboration
Grade: D
Location: Barbican Centre
Responsible to: Senior Creative Collaboration Manager
Responsible for: N/A

Creative Collaboration

The Creative Collaboration department is at the heart of the Barbican's engagement with its audiences and communities, breaking down traditional arts boundaries and contributing to a dynamic, diverse artistic programme.

Creative Collaboration aims to be a catalyst for the Barbican's artistic vision, working across the centre with a multi-artform approach using all venues and spaces. The department champions interdisciplinary work that connects new audiences to the Barbican, engaging with creatives, participants and users that reflect the rich diversity of London.

Purpose of Post

Working across art form departments in collaboration with other Technical Managers, Producers, Technicians, Curators and Programmers, the Technical Production Manager will be responsible for managing the delivery of diverse and dynamic performance and participation programs across music, theatre, cinema and visual arts.

The Production Manager is responsible for overseeing the delivery of a programme of events and projects developed by the Creative Collaboration team. Acting as the technical and production support, they play a central role for the department, maintaining overview of all planned projects and advising on their technical, logistical and financial feasibility.

Working closely with internal and external stakeholders, the Technical Production Manager will develop delivery models in response to the unique requirements and needs of each project and to the overall programme to a high professional standard. The Technical Production Manager will oversee the work of freelance, casual and contract staff in the production and delivery of programmes and projects and liaise with technical and production staff across Barbican's artform departments as needed to realise projects.

Main Duties & Responsibilities

1. To work closely with all Barbican departments and external contractors, to ensure consistent and high-quality levels of service to all incoming artists and participants developing excellent relationships with collaborators.
2. To manage project logistics for Creative Collaboration events, to include but not limited to:
 - Managing department equipment maintenance and usage
 - Booking assistant production managers, technicians and freelancers as required
 - Managing risk assessments for Creative Collaboration projects

- Assisting with departmental planning on short and long term projects
3. To work with the Production Managers and Technical Managers across art forms on the technical and staging 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.
 4. To administrate and update Artifax event notes for all assigned projects 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, and circulate the artist's schedule to all relevant bodies. To attend Artifax briefings and training updates as required
 5. To manage event budgets in conjunction with the Senior Creative Collaboration Manager and Producer or Curator in accordance with contractual agreements. To prepare detailed costings of planned events, obtaining approval and ensure all information is entered on to the departmental systems within agreed timescales. To obtain estimates for additional services required from the service departments and where appropriate to arrange for contracts to be issued for these additional services and for the recharging post event where applicable.
 6. To liaise with the Marketing team with regards to programme deliveries where required.
 7. To work with the Production, Technical and Stage teams to ensure the successful completion of event administration to include schedules, PRS returns, deliveries and all other duties as stipulated by line manager. To circulate event changes from the CC programming team to the Planning and Evaluation Manager and to the Barbican services departments as and when necessary.
 8. To undertake any other duties that may reasonably be requested appropriate to the grade.
 9. 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.
 10. Actively seek to implement the City of London's Equal Opportunity Policy, the Barbican's Zero Tolerance policy and the objective to promote equality of opportunity in relation to the duties of the post.

Person Specification

Job Title: Technical Production Manager

Department: Creative Collaboration

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.

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 arts industry in a similar position (A), (I)
3. Experience of working with detailed budgets and schedules (A) (I)
4. Experience of working independently in a multi-task environment as part of a team (A) (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. (A) (I)
6. Good experience of planning ahead, changing priorities and taking corrective action when needed on tasks and events. (A) (I)
7. Experience of creating systems and processes to support project work and event management, including equipment booking system. (A) (I)

Technical Skills & Knowledge

1. High degree of computer proficiency (including Word & Excel). Training will be given on Artifax. (A)
2. Active interest and knowledge of arts, culture or creative participation. (A), (I)
3. Excellent knowledge of all aspects of live performance events production. (A) (I)
4. Good knowledge of Health & Safety requirements. (A) (I)
5. Substantial experience of advancing technical requirements for live events and ability to communicate event needs to stage, technical and production colleagues. (A), (I)
6. Proficient in assessing technical riders (I).
7. Good knowledge of and contact with technical suppliers (e.g., maintenance and hire of sound, light and AV, etc). (A), (I)

Other Relevant Information

1. Weekend and evening work will be required as appropriate to the event 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 on a permanent basis.

Salary

The salary range for this job is £42,750 - £47,620 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, Monday to Sunday 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 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

