

# Job Description

**Job Title:** Assistant Technical Manager (Business Events)

**Department:** Music

**Grade:** D

**Location:** Barbican Centre, London

**Responsible to:** Technical Management Team (Music & Business Events)

**Responsible for:** 2 x Technicians

## Barbican Centre

The Barbican is a multidisciplinary international arts centre in 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

The Assistant Technical Manager (Business Events) (ATMBE) will report to the Technical Manager (Business Events) and assist in directing and managing the technical delivery of the Barbican business events programme and commercial events to one international standard, ensuring customer and solution-based technical support of the highest quality.

The ATMBE will support the Technical Manager (Business Events) and liaise with the Business Events Event Managers, in all areas of internal event planning.

The ATMBE will assist the Technical Manager (Health & Safety, Systems and Maintenance) in ensuring that all legal requirements for risk management and industry standards for commercial events are met and exceeded

The ATMBE will, on occasion, manage allocated events and operate technical equipment when required. They will assist the Technical Administration team with procurement advice for technical purchases and hires.

### **Main Duties & Responsibilities**

1. To work with the Technical Manager (Business Events) on the delivery of Barbican Centre commercial events and internal meetings, offering planning & technical support to the Business Events Event Managers, and to oversee equipment hires. To attend event meetings and site visits where necessary. This may involve weekend, early morning, and evening work so flexibility is required.
2. To assist in the day-to-day planning and running of the Business Events spaces' technical systems, ensuring that high standards of service are maintained, and Safe Systems of Work are adhered to.
3. To perform area H&S inspection with Music, Technical and Business Events staff.
4. To represent the department in Business Events meetings in the absence of the Technical Manager.
5. To support the Stage and Technical Management Team with feasibility studies, capital projects and equipment acquisitions.
6. To manage the allocation and booking of freelance and casual staff for commercial events, producing relevant paperwork and provisions (such as security passes) in advance of the event.
7. To keep up to date with technical developments within the events sector, and to maintain general technical knowledge in all areas including AV, sound and lighting.
8. To support the Technical Manager (H&S) in the delivery of the Health and Safety function in commercial events for the Music Department, including conducting risk assessments, reporting near misses and accidents, and assisting with accident investigations.
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 always give due regard to the health and safety of both them and others when carrying out their duties.
10. Actively seek to implement the City of London's Equal Opportunity Policy and Zero Tolerance policy to promote equality of opportunity in relation to the duties of the post.
11. To undertake any other duties that may reasonably be requested appropriate to the grade as requested by the Senior Technical Manager and the Technical Manager (Business Events).

## Person Specification

**Job Title: Assistant Technical Manager (Business Events)**

**Department:** Music

**Grade:** D

**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. An excellent knowledge and interest in live arts/events and commercial presentations to degree level or to a relevant professional technical standard.
2. A good knowledge of the commercial events industry, and a thorough understanding of all the creative processes of event planning.
3. A good working knowledge of Health & Safety legislation and safe working practices.
4. High degree of computer proficiency (including Microsoft Teams, PowerPoint, Word & Excel). Training will be given on Artifax.

### Experience Required

1. Experience of working in a multi-disciplinary arts venue at a supervisory level on commercial business events.
2. Ability to work across teams in the Centre, developing inter-departmental relations and working methods.
3. Familiarity with Health and Safety Risk Assessments and a wider understanding of Health and Safety practices in general.
4. Experience in supervising and motivating technical teams (permanent staff and casuals, working across disciplines) and providing support to staff when needed.
5. Experience of technical hires, freelancer bookings and equipment acquisitions.
6. Experience in supervising events and supporting clients, production teams and artists; delivering commercial events to a world class standard.
7. Excellent verbal and written communication skills and the ability to convey technical information to internal and external stakeholders.

### Technical Skills & Knowledge

1. High level of competence in AV and any one of the following disciplines: event stagecraft, lighting, sound.

2. High degree of computer proficiency, including Microsoft Office.

### **Other Relevant Information**

1. Weekend, evening and early morning work may be required. The postholder will be on the rota system.

### **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 £44,110 to £49,140 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 10:00 am to 18:00 pm, Monday to Friday being 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 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**

1 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.



# Our Values and Behaviours

# Managers



## Daring

- We encourage team members to think innovatively and take ownership of their ideas.
- We lead by example in trying new approaches and learning from failures.
- We create an environment where creativity and calculated risk-taking are supported and celebrated.



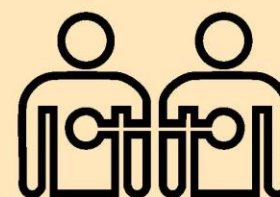
## Inclusive

- We facilitate inclusive team discussions, ensuring everyone has a platform to contribute.
- We recognise and address biases, creating equitable opportunities for all and holding people accountable when displaying unacceptable behaviour.
- We foster a culture where diversity is a strength, and differences are valued.



## Sustainable

- We embed sustainability into team objectives, with long-term environmental, social, and financial goals.
- We support initiatives that consider both immediate needs and lasting impact, making balanced decisions that serve people, planet, and purpose.
- We empower teams to innovate, developing solutions that are environmentally and socially responsible and financially sustainable.



## Connected

- We promote collaboration across teams and departments.
- We ensure regular check-ins to maintain open communication and trust.
- We provide platforms for collaboration and connection within and beyond the team.



## Joyful

- We recognise and celebrate individual and team successes regularly.
- We create opportunities for fun and shared experiences for audiences and within the team.
- We foster an environment where gratitude and positivity are integral to the team culture and audience experience.

**The Barbican Way**