



GUIDANCE NOTES FOR APPRENTICESHIP APPLICANTS

COMPLETING THE APPLICATION FORM

Note:

The Job Description and Supporting Questions can be found on the pages below.

Please ensure you answer the questions using the Supporting Information section on the application form.

To be eligible for an apprenticeship, you must be:

- 16 or over by the end of the summer holidays
- Living in England
- Not in full-time education at the time of applying
- if you are a non-UK citizen, you must have permission from the UK government to live in the UK (not for educational purposes), and have been ordinarily resident in the UK for at least the previous three years before the start of the apprenticeship

The job application plays a very important part in the selection process and will be used as the basis for shortlisting candidates for interview.

Make sure the information you provide is clear and accurate and that you submit your application by the closing date and time stated on the advert.

Personal details

Ensure that you fully complete this section and include your address, email address and a contact telephone number.

Referees

Complete details for both references who should not be related to you. If you are a school or college leaver, please give us the contact details of the head teacher/tutor and also the manager of your most recent work experience placement, if applicable.

Referees will not be contacted without your permission.



Education, qualifications, memberships and training

Give details of your education, qualifications as well as any professional memberships or other training you have attended.

Employment

If relevant, start with your most recent job, give a summary of all employment, including any relevant unpaid work. Please explain any breaks in employment dates. We reserve the right to contact former employers to verify information contained in your application.

Supporting information

Use this section to answer the questions given in the section below.

You may also wish to add additional information and provide examples, where possible, of skills, abilities, knowledge and experience outlined in the job description.

Include everything that is relevant – training and experience gained through out of work activities – as concisely as possible.

Be as specific as possible, we cannot guess or make assumptions, we will assess your application solely on the information provided.

Additional Information

Answer the questions in this section accurately and also advise us of any dates you are not able to attend for interview.

If you are shortlisted for interview, you will be asked to provide confirmation of your right to live and work in the UK.

Declaration

Read the declaration and tick the consent box at the bottom, **before submitting your application.**

Equal Opportunities form

Read the notes which are provided with the equal opportunities form before completing your application. This form will be kept separate from your job application to ensure that none of the information provided is used in the selection decision.

The information provided will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.



Offer of employment

Note that any offer of employment made by the City of London Corporation will be subject to receipt of the following documents:

- Proof of identity
- Proof of right to live and work in the UK
- Proof of current address
- Five years' employment history (where relevant)
- Two satisfactory references
- Satisfactory Disclosure and Barring Service (DBS) clearance (when required for the role)
- Medical assessment (which may include a medical examination by a Doctor named by the City of London Corporation)



Job Description

Job Title	BIE Admin Apprentice
Department	Barbican International Enterprises
Location	Barbican Centre
Responsible to	Heads of Barbican International Enterprises
Responsible for	n/a

Purpose of Post

To provide administrative support to the Barbican International Enterprise Department including Exhibition Managers in relation to BIE projects and to carry out general day-to-day office management in collaboration with PA to the Head of BIE.

Assist Administrative staff to ensure that administrative processes are carried out efficiently, office systems are well managed, and internal data is kept up to date.

To work closely with Exhibition Managers and Administrative staff in the production of high-profile exhibitions.

Main Duties & Responsibilities

1. To act as first point of contact for all BIE projects enquiries, answering questions and disseminating interest to relevant parties.
2. To assist with the efficient functioning of the BIE office and its systems; ensuring the space is kept in a neat and tidy condition, telephones, photocopier and printers are in working order, distributing post and maintaining stationary supplies, and maintaining the filing and archive systems.
3. To provide support with the database move to the Salesforce system
4. Inputting, monitoring and up-dating information on the CBIS system (the Barbican Centre's central computer booking and administration system) and other systems. Keep budgets updated, invoice venues, raise purchase orders, processing credit card expenses for department and ensure providers are paid.



5. To support BIE exhibition managers in the delivery of their projects, including assisting on budget management, making purchases, booking travel, or undertaking research projects
6. To assist the Projects Administrators in planning BIE and technical staff trips within the UK and overseas: make travel arrangements for all staff, produce detailed itineraries, organise meetings, claiming per diems, processing timesheets, and administrate expenses claims as required.
7. To assist Exhibition Administrators in registrarial duties relating to tours where requested including condition checks and preparing condition reports.
8. Entering and word processing of material relating to exhibitions, including: correspondence; loan forms; exhibition databases; interpretive texts; minutes; reports; casual staff letters and agreements.
9. Assist Exhibition Managers across a range of activities such as creating condition checking reports, gathering transport quotes, preparing price lists and handling sales enquiries from exhibitions and any other related tasks, as requested.
10. Assist Exhibition Administrators in contacting lenders, arranging loans and returns with artists and others as required including details of insurance valuations, display, packing and transport requirements.
11. Assisting Exhibition Administrators in the compilation of import/export documentation and insurance for artworks.
12. Assisting Exhibition Administrators in gathering and returning photographic material, contacting agencies as necessary, dealing with requests regarding reproduction rights and copyright. Collating information required for press purposes and liaising with staff of the Marketing and Media Relations departments. This includes gaining marketing approvals from copyright holders and/or artists.
13. Assist in the administration of private views and other events, including creating PV guest list for each hosted exhibition and sending out invites through Zkipster.
14. Preparing exhibition marketing materials such as tour reports (touring activity update) to send venues and lenders; exhibition handbooks; updating the webpage with downloadable tour packs; assist in recruiting venues to host exhibition by email correspondence and sending information; researching venues and exhibition for the possible purpose of future tours; keeping up-to-date and advising on new methods of marketing and dissemination of



information. Following developments in the art world nationally and internationally; writing synopsis and texts relating to touring exhibitions; and ensuring all press packs are up to date.

15. To provide cover for PA to the Head of BIE in her absence.
16. Taking reasonable care for own health and safety, and that of other persons that may be affected within the working environment, in accordance with the Barbican Centre's and Corporation of London's Health and Safety procedures.
17. 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.
18. 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.
19. To undertake any other duties that may reasonably be requested appropriate to the role.



Person Specification

Job Title	BIE Arts Admin Apprentice
Department	BIE

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

- A demonstrable interest in art and design (A, I)
- Proven admin and financial skills (A, I)
- Excellent word processing skills (familiarity and experience with Microsoft Office, including Word, Outlook and Access) (A)
- Familiarity with National and International art institutions and art world (I)
- Ability to organise work load and to prioritise tasks to meet deadlines (I)
- Ability to work well in a team environment (I)
- Ability to show responsibility, work accurately and to precise details (I)
- Ability to solve problems and work on own initiative (I)

Technical Skills

- Knowledge of Adobe InDesign and Photoshop preferred (A)

Other Relevant Information eg. working hours or desirables (only if applicable)

- Knowledge of a foreign language would be beneficial



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), volunteer opportunities, studying, or in your personal life. 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.



Supporting Questions

Include everything you think is relevant to answer the supporting questions below illustrating your skills, knowledge and experience. Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided.

Please enter your answers to the following questions in the Supporting Statement section on the application form.

Question 1:

Why have you applied for this role?

Question 2:

What skills do you think you can bring to the role?

Question 3:

What attracts you to working in the BIE department at the Barbican Centre?