



BISHOPSGATE  
INSTITUTE

# Staffing Structure

June 2022 (V1)

TRUSTEES

CHIEF EXECUTIVE  
&  
ARTISTIC DIRECTOR

P.A.  
To The  
Chief Executive (PT)

- BOLD = Line-Management / Direct Supervisory Responsibilities
- FTC = Fixed Term Contract
- PT = Part Time

HR Business  
Partner (PT)

Interim Finance  
Manager

Head Of Audiences & Marketing (PT)  
(currently On Maternity Leave)

Audiences & Communications  
Lead

Head Of Business Delivery (PT)

Interpretation  
Manager

Special Collections  
& Archives  
Manager

Programme  
Manager

Interim  
Campaigns  
Manager

Buildings  
Manager

Operations  
Manager

Venue Hire &  
Event Planning  
Manager

Library & Digital  
Archives  
Manager

Duty Manager  
(FT X 2 , PT X 2)

HR Officer

Assistant  
Accountant

Librarian

Archivist  
(maternity  
cover) FTC

Archivist

Performing  
Arts  
Programmer  
(PT)

Learning  
Programmer  
(PT)

FOH & Box  
Office  
Coordinator

Campaigns &  
Communications  
Officer

Digital  
Engagement  
Officer

IT &  
Technical  
Support  
Officer

Sound &  
Lighting  
Technician

Venue Hire & Event  
Planner X2

Library & Archives  
Assistant (PT)

Digital Archives  
Assistant

Library  
Receptionist (PT)

FOH & Box Office  
Assistant

Box Office  
Assistant  
(PT)

Box Office, Welcome &  
Administrative  
Support Functions

Events  
Technician X3

Venue Hire & Event  
Planning Assistant