



Job description

Job title	Programme and Finance Manager
Department	Curatorial
Contract	Permanent
Salary	£38,394 per annum
Hours	Full-time, 36 hours per week
Location	Millbank
Reporting to	Head of Programme Management and Business
Responsible for	Exhibition Assistants

Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

You can find further information about Tate on our website: www.tate.org.uk.

About the role

- To coordinate and communicate Tate Britain's artistic programme schedules and process, and provide project management for this programme of exhibitions, displays and commissions. To support, with information, the development of programme and schedules at proposal stage, supporting decision making by the Director, Tate Britain, in consultation with senior colleagues within and outside the division.
- The role manages and develops Tate Britain's budgets, reporting to the Head of Programme Management and Business, in liaison with the division's financial Business Partner.
- The postholder is responsible for providing high quality financial and programme information for the smooth operation of the department and for the benefit of other divisions Tate-wide.
- The postholder is supported in this work on an approximate 0.5 basis by a member or members of the administration team, at least one of whom reports into the postholder.

What you will gain

Motivated, and skilled people are key to our continued success, and we want everyone at Tate to have the opportunity to develop and thrive. In this team, you will be encouraged to contribute your ideas, realise your potential, and learn new skills and knowledge.

What you will do (Main Duties and Responsibilities)

Financial Management

- With the Head of Programme Management and Business, ensures available resources and skills to deliver Tate Britain's programme on time and to budget.
- Lead on the preparation and maintenance of the departmental Business Continuity Plan, Risk Register, Risk Assessments and act as a point of contact for Health and Safety.
- Act as a key contact on department accounting processes.
- Manage the financial reporting cycle for Curatorial department across monthly reconciliations, quarterly reforecasts and year end, ensuring budgets are managed accurately and effectively.
- Manage, monitor and report on the income and expenditure for the department, collating and providing management information to the Senior Team and Finance and developing and maintaining forecasting documents to aid accurate forecasting.

- Manage relationships with colleagues in Finance to understand any changes in policy and keep divisional colleagues up to date to ensure compliance
- Liaise with Development and Finance on allocation and management of NBR and BR fundraising income
- Supply Development with exhibition / project budgets for funding submissions and provide financial updates for regular funder reporting
- Manage the budget overview process for each exhibition / project and administer, attend, record and share decisions from project budget and exhibition meetings.
- Manage the Displays budget with responsibility for forecasting and allocation, reporting to the Head of Programme Management and Business, and manage the departmental administration and research budgets.
- Manage financial workflows and local systems to ensure timely processing of income and expenditure and annually disseminate new budget codes.
- Submit annual exhibition tax credit application.
- Ensure adequate internal financial controls are maintained to comply with the requirements of Tate's internal and financial procedures and those required by external funding bodies
- Support colleagues with financial procedures and processes, ensuring compliance and the arrangement of adequate training.

Programme Coordination:

- Support the Head of Programme Management and Business with the effective planning and delivery of the curatorial programme of exhibitions and displays at Tate Britain.
- Support the Director, Tate Britain in leading the decision-making process on agreeing exhibition proposals by managing and supplying current visitor estimates and providing scheduling scenarios
- Contribute to the planning, monitoring and evaluation of exhibitions and displays schedules, ensuring these are up to date and communicated appropriately internally and externally as required.

- Proactively liaise with Tate-wide colleagues to gather schedule information, highlight scheduling questions requiring resolution, and organise ad hoc schedule planning meetings.
- Oversee the administration Tate Britain Schedule Meetings, and ensure they are facilitated by providing up to date schedules and other internal and external information regarding dates and coordination as required.
- Oversee, review, communicate and administer the Tate Britain Exhibitions Process, and oversee exhibitions and displays project timelines, including tracking key deadlines and ensuring these are met. Administrate Display Delivery Meetings (timeline, delivery and budget) meetings and Exhibition Timeline meetings.
- Supported by the Exhibitions Assistants, compile core information on the content of the forward programme of exhibitions and displays and share with relevant teams.
- Manage gallery plans and information, ensuring these are up to date and available as needed.
- Coordinate one-off special projects , including budget forecasting, allocation and management, as required.
- Assist Curators on occasion with specific programme-related projects.
- Act as a primary point of contact for Tate Britain's programme scheduling information.
- Liaise with Tate-wide colleagues to collate, draft and share programme information as needed, including Core Information Documents, worklists, and displays information for the website.
- Deputise for Head of Programme Management and Business in programme discussions as required.

General Administration:

- Administrate Senior Curatorial Meeting, and other programme and finance-related meetings as required.
- Administrate project-specific and other ad hoc meetings where needed.
- Coordinate the upkeep and records of Tate Britain Facility Reports, collating information and liaising internally and externally as required.
- Ad hoc programme support as required.
- Line manage one or more Exhibitions Assistants.

What you will bring to the team

- Proven experience of effective project management.

- Good numeracy and business planning skills, including financial and risk management.
- Effective verbal and written communication skills.
- Excellent administrative and organisational skills, with the ability to prioritise and multi-task in order to meet deadlines and work well under pressure.
- Strong analytical skills and experience in writing, collating and sharing key information, ensuring the delivery of key objectives.
- An experienced minute taker with clear and concise communication skills.
- Relevant experience of financial planning, working within budget and to deadline.
- Experience of setting up, maintaining and improving efficient project management systems.
- Excellent interpersonal skills with the ability to deal effectively and confidently at all levels, internally across departments and with external contacts.
- A proactive and flexible approach with the ability to work positively as part of a team.
- Experience of creating a working environment that encourages equality, diversity and inclusion, and the ability to create an inclusive, respectful culture within a team.
- Experience of managing and supporting the performance and development needs of others.
- Capable of working efficiently in a fast moving environment.
- Effective writing skills with ability to produce carefully presented and accurate work quickly to deadlines.
- High degree of computer literacy, with confident and accurate use of Windows based applications, such as Word, Excel, Outlook and PowerPoint.
- A proactive approach to promoting the principles of equality and diversity as they affect the work of a major museum.
- An interest in, and commitment to, the work of Tate.
- An interest in art and its history as well as the contemporary art world.

The requirements listed here are guidelines, not hard and fast rules. You don't have to satisfy every requirement and we welcome candidates who bring transferable skills. Applying gives you the opportunity to be considered.

Tate for all

Diversity and Inclusion

Our jobs are like our galleries, open to all.

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

Benefits

- Birthdays off each year
- 25 days leave per year, rising to 27 (pro rata for part time colleagues).
- A pension scheme with generous employer contributions.
- Life Assurance and Income Protection for DC scheme members.
- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.
- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate

activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

How to apply

Our opportunities are open for you to apply online. Please visit:

www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account.

For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is 7th May 2027 by midnight.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.

