



## Job description

Job title	Production and Art Installation Coordinator
Department	Curatorial, Tate Britain
Contract	Permanent
Salary	£32,674 per annum
Hours	Full-time, 36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Production Manager

## 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](http://www.tate.org.uk).

## About the role

This role will support the coordination and production of the Tate Britain curatorial program of exhibitions and displays. You will provide delivery support to the Production Manager, as well as administrative support to both the Production Manager and Art Installation Manager.

## About your team

Tate Britain's Exhibitions & Displays Department is responsible for developing a dynamic programme of changing displays and exhibitions to reflect, promote and embody Tate Britain's role as the world centre for the study and enjoyment of British art from 1500 to the present day.

## What you will do (Main Duties and Responsibilities)

- Support the Design and Production Manager with effective liaison and coordination of activity between all delivery teams on the implementation of the curatorial program at Tate Britain. Specifically, to promote and maintain communication and positive relationships with internal colleagues, artists, external contractors and suppliers.
- To coordinate, negotiate and mediate between curatorial, contractors and wider gallery staff to resolve issues during installation of exhibitions and displays. In absence of manager take a supervisory / information-providing role in this regard.
- Produce, maintain and update the Art Installation Weekly Plan and Six Weekly Curatorial Logistics Plan, ensuring they are communicated appropriately internally and externally as required.
- Represent the Tate Britain curatorial team at cross-department logistics meetings. Attend appropriate meetings as directed. Produce and administer clear and accurate action plans, taking minutes where required.
- Work with Curators, Access Managers and VE colleagues to ensure best practices in relation to accessibility in exhibition planning are followed.
- Where necessary, produce exhibition build drawings and general arrangements in collaboration with the exhibitions team, including issuing build drawings to contractors.
- Liaise with exhibitions build contractors regarding build detail, plinths, showcases etc.
- Research and source suppliers of specialist consumables, art handling materials and equipment. Liaise with these suppliers where necessary.
- Order equipment, materials and plinths, supplying measurements / drawings when required.
- Liaise with Tate Legal as necessary to set up agreements with building contractors. Maintain relationships and manage the administration of these contracts.
- Record and process orders, delivery notes, invoices, and purchasing card statements.
- Assist with the forecasting, allocation and management of the TBGR budget, including monitoring of project commitment logs and reconciliation of transaction reports from finance.
- Co-ordinate senior technician overtime payroll information and submit to HR.

## What you will bring to the team

- Demonstrable ability to work within a large and complex operating environment across a range of different teams and programmes supporting their coordination.
- An ability to work on multiple projects simultaneously, anticipate potential problems and prioritise information. Reacting quickly and responding effectively to unforeseen tasks and shifting deadlines.
- To demonstrate flexibility, resilience, and interpersonal skills when working with stakeholders to influence and manage expectations.
- Ability to work flexibly and collaboratively within a team, developing effective working relationships and to support and advise colleagues of all levels where required.
- Demonstrable relevant experience of providing and setting up or improving varied administrative systems and support to coordinate aspects of installation and display activity.
- A practical understanding and some experience of a museum or gallery's operational functions.
- Highly organised with the ability to manage logistics for small or larger scale installation projects.
- Excellent written and verbal communication skills with experience of conveying information clearly in a way that is accessible to different groups
- Experience of budget administration and financial procedures.
- Knowledge and experience of Word, Excel, and Outlook packages, and a ready facility to understand complex databases and project management programmes.
- A commitment to and understanding of the principles of diversity and how to apply them in the workplace.
- Interest and commitment to the work of Tate.

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.

## Employee 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
- Discounts in the Tate Restaurants and Cafes.
- 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/](http://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 23 March by midnight. Interviews will be held on the week commencing 13 April.

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.

