



## Job description

Job title	Editor: Interpretation
Department	Research and Interpretation
Contract	Permanent
Salary	£38,394 per annum
Hours	Full-time, 36 hours per annum
Location	Millbank
Reporting to	Director of Research and Interpretation
Responsible for	Assistant Editors: Interpretation

## 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

You will work with colleagues in the Interpretation team and across the organisation to plan and deliver interpretative material for the commissions, collection displays and temporary exhibitions at Tate Britain and Tate Modern. This will usually be text-based material. You will also advise on interpretive material in media such as audio, digital or other interactive forms of interpretation.

You will oversee the copy-editing of interpretation texts, undertaken by Assistant Editors: Interpretation. Considering the needs of our audiences you will ensure that interpretation texts generated by Assistant Editors flow clearly, read accessibly and appear accurate. You will help Tate to tell stories that are relevant and engaging, while ensuring that the language we use is always inclusive. Where necessary, you will copy-edit texts directly, to ensure the timely delivery of interpretation texts in line with schedules.

You will work alongside the Editorial Programme Manager: Interpretation to contribute to the shaping of delivery schedules within Tate Modern and Tate Britain.

You will line manage Assistant Editors, guiding them in the delivery of edited interpretative material, applying Tate guidelines, policies and tone of voice principles.

## About your team

The Interpretation team encourages audiences to look closer, discover, and make connections at the moment of their encounter with an artwork. It provides opportunities to share knowledge and facilitate dialogue. Interpretation devices can vary, including: texts (wall texts, artwork captions, questions, timelines, leaflets). Audio guides, visitor response areas, digital and interactive resources are generated in liaison with other teams. The Interpretation editorial team will principally work on editing in-gallery texts for commissions, exhibitions and displays alongside Collections Texts for Tate's online audiences.

The Interpretation team comprises an Editorial Programme Manager, two Editors and four Assistant Editors. We collaborate with other teams across Tate including Audiences, Digital, Curatorial, Learning, Publishing and Research. Our practice is audience centred. It relies on research to introduce new and evolving terminology to our audiences. This means engaging with guidelines, initiatives and policy around language, style and tone of voice.

We aim to prioritise care and support for our visitors, artists and each other while fostering dialogue, collaboration, and innovation.

We want people to have fulfilling experiences. Our work directly responds to Tate's aims to welcome audiences that reflect our nation and attract a diverse international public. We aim to support the widest range of people in their engagement with our collection and with broader ideas about art.

## 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)

- To hold responsibility for the editorial standards of texts produced and edited by the Interpretation Team at Tate Modern and/or Tate Britain, including online Collection Texts and in-gallery interpretation text.
- To plan interpretation requirements for exhibitions and displays, alongside the relevant exhibition/display curator. This will involve creating an interpretation plan for each project, agreed with key stakeholders.
- To line manage Assistant Editors, allocating work as necessary.
- To ensure the consistent application of guidelines and principles to edited texts.
- To work alongside the Director of Research and Interpretation to ensure sign-off of all edited interpretation texts.
- To provide an escalation point for any sensitive content or complex matters. To manage and supervise schedules for the delivery of edited interpretation materials.
- To supervise the Assistant Editors to conduct any necessary research, to ensure that edited texts are up to date in respect of current usage and understanding within the relevant field.
- To induct and train new Assistant Editors: Interpretation.
- To support training for new interpretation team members in editorial systems and technology. This includes freelancers, as necessary.
- To maintain and promote the Style Guide, inclusive language guidelines and other language initiatives.
- To work with colleagues in forward planning to ensure that time and resources match editorial needs.
- To contribute to the continuous development of Interpretation strategy, policies and guidelines.
- To liaise, with curators, editors, designers, art handlers and one-off and regular contractors, as necessary, for planning and delivery purposes up to and including the installation of in-gallery developed interpretation texts.
- To liaise internally with stakeholders across Tate, as necessary.
- To contribute to general planning for the development of the Research and Interpretation Division.
- As required, in liaison with colleagues, to devise new methods of interpretation, making the collection, exhibitions and displays accessible to a wider audience.
- To support visitor research and evaluation initiatives.

### **What you will bring to the team**

#### **Essential**

- Effective management skills to ensure high production qualities and schedules are maintained.
- Interest in and commitment to the work of Tate.

- Experience of working with different gallery audiences and an interest in different learning styles.
- Good knowledge of current issues and policies relating to gallery interpretation.
- Experience of making complex ideas accessible to a range of audiences.
- An understanding of how to make art relevant to non-specialist audiences.
- An understanding of the importance of language in making people feel welcome and included in the gallery.
- An interest in researching current best practice in relation to language.
- High standard of written English, excellent writing and editing skills across different formats including an understanding of how punctuation and grammar can help make texts accessible.
- The ability to communicate diplomatically with colleagues and stakeholders at all levels.
- Good team working and interpersonal skills.
- A positive approach to problem solving. The ability to prioritise competing deadlines and work autonomously to meet them.
- An interest in visual culture and an enthusiasm for finding new ways to talk about art.
- Awareness of current developments in interpretation in galleries and museums.
- Excellent computer literacy with experience of Windows-based software, databases, spreadsheets, and desktop publishing software, such as Adobe InDesign, and other relevant applications.
- A commitment to working with care for colleagues, collaborators, and audiences.
- The ability to champion principles of diversity and inclusion and to apply and promote these in everything you do at work.
- An 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.

## 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/](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 13 June 2025 by midnight. Interviews will be held on week commencing 30 June 2025.

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.

