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| Job description | Design Studio Manager |
| Band: | Band 2L |
| Department: | Design Studio |
| Contract: | Fixed-term (Parental cover) |
| Salary: | £35,275 per annum (FTE of £44,094) |
| Hours: | Part-time, 28.8 hours per week |
| Reporting to: | Senior Design Manager |
| Responsible for: | Production Manager, Design Project Manager |
| Location: | Tate Britain, Millbank, London |

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 manage and oversee the design, production, and delivery of a wide range of print and digital material, from marketing campaigns to exhibition design, and to ensure that all output is produced on time, to budget, to a high standard, and in accordance with Tate's brand guidelines.

About your team

The Tate Design Studio works across all of Tate. The Studio works to create intelligent, original, beautifully executed design that upholds Tate's reputation as a leader in the visual arts and helps us to attract, communicate with, and delight audiences.

The Design Studio is part of the Audiences & Innovation Division which brings together Tate's public facing teams to drive audience reach, reputation, and revenue. The Studio manages design, print production and many elements of digital production for all four Tate galleries and subsidiary companies, across a wide range of departments.

Design work includes every touchpoint with audiences – including advertising creative, digital design, exhibition graphics, Tate Etc. magazine and corporate publications, on-site signage, visitor resources, restaurant and café identities, corporate communications, and some commercial merchandise.

What you will gain

People make places, and you will be working with and developing a fantastic team. You will be working for a global brand, bringing your skills and experience to some of the world's amazing art and creativity in extraordinary buildings. No two days will be the same as you will be working on a variety of projects in a fast-paced environment. Working in house gives you the opportunity to manage projects through to completion.

What you will do (Main Duties and Responsibilities)

Studio Management

- Manage the smooth running of Tate's Design Studio, leading a busy team managing a large slate of projects on time and on budget.
- Lead on project management and delivery of key workstreams from conception to completion.
- Oversight of all design projects running through the studio.
- Lead on design project briefings for key workstreams. This will involve receiving briefs and content from the commissioning department or client, and ensuring briefs are complete before allocating to a designer.
- Lead on project scheduling for specific design project workstreams. This will involve adding jobs to the studio schedule and compiling and maintaining project specific schedules. Sharing these with the relevant stakeholders at key project stages and conducting regular catch-up meetings with the core team.

- Work with the Head of Design, Senior Design Manager, Lead Designer and Onsite Communications Manager to manage the team across all aspects including recruitment, work allocation, training, and development.
- Act as brand guardian for Tate's visual identity across all touchpoints.
- Work with the senior team to establish, embed, and optimise strong systems and processes for studio management, across planning, project allocation, project management, budget management, and print production.
- Alongside the Head of Design and Senior Design Manager, be a first point of contact for briefs from internal clients and account manage internal client relationships.
- Manage the overarching design workplan for the year ahead, prioritising workload with the Head of Design, Senior Design Manager and the senior team.
- Working closely with the Design Project Manager to monitor workloads across the design team including maintaining oversight of design productivity across the whole team.
- Manage regular catch-up meetings and project design team meetings, in order to monitor workload and track project progress accordingly, and to ensure all milestones are on track.
- Be the key point of contact between the client and the design. Acting as key contact through the entirety of project – ensuring that all project stages, from brief to delivery, are clearly communicated and progress tracked and monitored, chasing content and feedback as required.
- Work with the Design Project Manager to review design project processes, including software tools and the design and briefing process. Introducing new systems and processes where applicable.
- Responsible for setting-up design project meetings and sharing updates as required to ensure all stakeholders are kept up to date and projects run smoothly.
- Oversee design and production management of print and digital projects from concept through to completion.
- Oversee the design budget with Design Project Manager.
- Manage design resource, allocating work to design team and recruit freelancers when required.
- Identify and manage all project risks, advising senior staff on key risks.
- Oversee Tate purchasing procedures with Design Project Manager to obtain best value for money.
- Act as the General Data Protection Regulation Champion for the Design Studio.

Leadership

- Provide excellent leadership, developing a high-performing team with high levels of employee engagement, creativity, and productivity.
- Lead and line-manage the Production Manager and Design Project Manager, including performance reviews, mentoring, recruitment, induction, setting clear expectations, performance management, employee engagement, training, and personal development.
- Project manage and allocate work across the design team, working effectively with colleagues.
- Act as a key part of the senior leadership team for the Design Studio, working closely with the Head of Design and Lead Designer.
- Develop strong stakeholder relationships across the organisation with key internal stakeholders in relation to optimising the design effectiveness, design quality, and efficient commissioning and production processes.
- Implement training and development initiatives across the design team.
- Support the Head of Design with recruitment processes.

What you will bring to the team

- Significant experience of design studio management includes traffic management, design project management, and production management.
- Demonstrable project management and organisational skills, with the ability to manage a variety of projects simultaneously. Highly organised and able to manage competing demands, with the ability to prioritise, co-ordinate and delegate tasks in order to meet deadlines.
- Proven ability to lead, motivate and develop others and engender a sense of teamwork and common purpose.
- Outstanding interpersonal, written, and oral communication skills with the ability to deal effectively and confidently at all levels, both internally across departments and with external contacts.
- Proven effective budget management and excellent financial management, procurement, and negotiation skills.
- Significant knowledge of MS Office, project management and scheduling software.
- Self-motivated with experience of working in a fast-paced creative environment.
- Strong interpersonal skills with an ability to foster good internal and external working relationships with a range of colleagues and stakeholders.
- Proven ability to support, collaborate and work well with others to engender a sense of teamwork and common purpose.
- Positive and proactive approach, with the ability to problem solve.
- Ability to work under pressure, identifying problems and finding solutions.
- Understanding of the principles of equality and diversity and the ability to apply and promote these in practice at work.
- A strong interest in, and commitment to, the work of Tate.

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 (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 contact us at jobs@tate.org.uk. 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 7 July 2025 by midnight. Interviews will be held on week commencing 28th July 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.

