



## **Job description**

<b>Job title</b>	Design Project Manager
<b>Department</b>	Design Studio
<b>Contract</b>	Fixed-term (12 months)
<b>Salary</b>	£31,114 per annum (FTE of £38,893)
<b>Hours</b>	Part-time, 4 days, 28.8 hours per week
<b>Location</b>	Tate Britain, Millbank, London
<b>Reporting to</b>	Design Studio 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**

You will manage the development, production, and delivery of a wide range of print and digital design projects for Tate Design Studio, and 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**

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, retain, 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, onsite communications, and many elements of digital production for all four Tate galleries and subsidiary companies.

Design work includes every touchpoint with audiences – including advertising creative, digital design, exhibition, and experiential graphics, Tate Etc. magazine and corporate publications, on-site signage and wayfinding, 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)

### **Production and Project Management**

- Lead on project management and delivery of key workstreams from conception to completion – including (but not exclusive to): Membership, Tate Collective, Tate Guide and collection displays.
- Lead on project briefings. 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 and design scheduling for specific 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-ups with the core team.
- Manage resource allocation of work to the Design team (in liaison with the Design Studio Manager), prioritising work to ensure projects are delivered on time and to budget.

- Working closely with the Design Studio Manager to monitor workloads across the team including maintaining oversight of design productivity across the whole team.
- Be the key point of contact between the client and the studio (e.g. Interpretation and all display projects). 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.
- Working with the Design Studio Manager, lead on the development, roll-out and delivery of project management and proofing software. This will involve developing and implementing new systems and processes and providing training and support to designers and new users as required.
- Work with the Design Studio Manager and senior management team to review design project processes, workflow management and briefing processes. Introducing new systems and processes were applicable.
- Responsible for management of job folders and setting up all new jobs and asset numbers.
- Identify and manage all project risks, advising senior staff on key risks.
- Support the Production Manager and the Design team with all aspects of print production, ensuring that Tate Design Studio is the first place to go to for all of Tate's graphic design and print needs and supporting with the studio archive as required.
- Coordinate with external printers, reprographic and other suppliers to outline print and image reproduction specifications and to obtain quotes for jobs, using tenders when appropriate.
- Follow Tate purchasing procedures to obtain best value for money: Cost up jobs with external suppliers, generate purchase orders, check invoices and process invoices on the electronic invoicing system.
- Alongside Production Manager and Design Studio Administrator, brief printers and co-ordinate proofs and arrange and track all print deliveries. Booking in deliveries and contractors as required.
- Support with the sign-off process of design work, liaising with internal stakeholders and printers, and managing the approval process of FSC logos for printed materials.
- Deputise for the Design Studio Manager when required.

#### Studio Administration

- Work with Design Studio Administrator to manage and update the studio finance system, tracking finances as they move through Unit 4 and checking costs against purchase orders.
- Work with the Design Studio Manager and Head of Design on the quarterly and yearly financial forecasts and end of year budgets.
- Manage the purchase order and invoice log.
- Assist with induction of new starters.
- Carry out administrative tasks as required. For example, scheduling meetings, booking meeting rooms, managing diaries and taking messages for staff when unavailable.

#### What you will bring to the team

- Experience of working in a design and/ or print and production environment (or equivalent experience).
- Experience in a production and/ or project management role.
- Excellent organisational and administrative skills, with a keen attention to detail in a fast-paced work environment.
- Experience overseeing design and production schedules and ability to manage a variety of projects simultaneously, often working to tight deadlines.
- Excellent financial management, procurement, and budget monitoring skills.
- Flexible approach, with the ability to work on own initiative to prioritise a varied workload, and balance competing demands to meet deadlines.
- Excellent Computer skills and Confidence using excel.
- 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.

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 8 September 2025 by midnight. Interviews will be held on week commencing 22 September

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.

