



## Job description

<b>Job title</b>	<b>Programme and Finance Manager</b>
<b>Department</b>	Curatorial
<b>Contract</b>	Permanent
<b>Salary</b>	£39,791.32 per annum
<b>Hours</b>	Full-time, 36 hours per week
<b>Location</b>	Tate Britain, Millbank, London
<b>Reporting to</b>	Head of Programme Management
<b>Responsible for</b>	3 x Exhibitions 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](http://www.tate.org.uk).

## About the role

This role is key to the Tate Britain Curatorial department collaborating with stakeholders across the organisation to support the scheduling and delivery of the artistic programme inclusive of exhibitions, displays and commissions.

The successful candidate will also be responsible for Tate Britain's budgets supporting the Head of Programme Management with forecasting and monitoring budgets, , as well as processing and reconciling costs at financial month and year end.

## About your team

The curatorial team at Tate Britain is responsible for researching and delivering loan exhibitions, Collection displays and commissions, as well as researching and building Tate's Collection. The programme is delivered in collaboration with specialist departments from across Tate, including Collection Care, Visitor Experience and Audiences, Learning and Interpretation, as well as a range of external partners.

The Programme and Finance Manager will line manage a team of 3 Exhibitions Assistants.

## 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 role you will play a key part supporting the management and delivery of Tate Britain's exhibition and displays programme, realising your potential and gaining new skills and knowledge.

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

### Programme and planning

- Coordinate Tate Britain's exhibitions, displays and commissions programme, ensuring schedules, milestones and key information are accurate and up to date.
- Support programme planning at proposal stage by preparing scheduling options, visitor information and forward-planning materials for senior decision-making.
- Oversee, review, communicate and administer the Tate Britain Exhibitions and Display Processes, including tracking key deadlines and setting up meetings.
- Monitor and communicate exhibition and display timelines working with colleagues across Tate to keep delivery on track.
- Oversee programme meetings and shared documentation, ensuring schedules, actions and decisions are clearly recorded and circulated.
- Collate and share core programme information with relevant teams, including gallery plans, worklists and content for internal planning purposes.
- Act as a key point of contact for programme scheduling information, responding to queries and coordinating updates across the department and wider organisation.
- Provide programme support for one-off projects and deputise for the Head of Programme Management in discussions where required.

## Financial management

- Manage departmental budgets across planning, forecasting, monthly reconciliation and year-end processes, ensuring accurate reporting and strong financial control.
- Monitor income and expenditure for the department, maintaining forecasting documents and providing clear budget updates to support decision-making.
- Prepare and share financial information for senior colleagues, Finance and Development, including information needed for project budgets and funder reporting.
- Coordinate budget meetings and support the budget overview process for exhibitions, displays and other projects, recording and sharing actions as required.
- Manage financial workflows and local systems to support the timely processing of income and expenditure and the accurate use of budget codes.
- Work closely with Finance and Development colleagues to support compliance with financial procedures, funding requirements and any changes in policy.
- Support the department's wider risk, business continuity, health and safety and internal control processes relevant to financial management.
- Submit the annual exhibition tax credit application.

## Team and operational support

- Line manage three Exhibitions Assistants, supporting workload planning, development and high-quality delivery.
- Act as a key contact for programme and finance information, responding to queries and coordinating information across the department and wider organisation.
- Provide general operational and project support, including ad hoc initiatives and deputising for the Head of Programme Management where required.

## What you will bring to the team

- Proven experience of effective project management and/or programme coordination.
- Demonstratable numeracy and business planning skills, including financial and risk management.
- Effective writing and communication skills with ability to produce carefully presented and accurate work quickly to deadlines.
- Strong verbal communication skills, with proven experience working across complex organisations
- 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.
- 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 line managing and supporting the performance and development needs of others.
- Capable of working efficiently in a fast-moving environment.
- High degree of computer literacy, with confident and accurate use of Windows based applications, such as Word, Excel, Outlook and PowerPoint as well as Financial Management programmes.
- 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 intended as a guide rather than a checklist. You do not need to meet every requirement to apply, and we welcome candidates with transferable skills and relevant experience.

## 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
- 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:

<https://jobsearch.tate.org.uk/> 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 4987. 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 Thursday 9 July 2026 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.

