



Job description

Job title	Assistant Producer, Early Years and Families
Band	Band 4L £16,337 per annum (pro rata to FTE £32,674 per annum)
Department	Learning
Contract	Fixed term (4 months, October 2026 to February 2027)
Hours	2.5 days per week Includes occasional weekend and school holidays
Location	Tate Modern, Bankside and & Tate Britain, Millbank, London
Reporting to	Curator, Early Years and Families

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

Can you assist with the production and logistics of a large-scale, playful creative learning programme at Tate Modern and Tate Britain?

As part of the Early Years and Families team, you will focus particularly on UNIQLO Tate Play at Tate Modern, alongside established family spaces and events at Tate Britain.

You will work closely with the UNIQLO Tate Play team taking the lead on logistics and production support across Early Years and Families events and spaces from the ideas stage through to delivery.

This part-time role is designed to complement the working pattern of the Assistant Curator, Early Years and Families, ensuring consistent cover across the week for the delivery of UNIQLO Tate Play Make Studios. You will therefore need to be available for two full days on Tuesdays and Wednesdays, plus a half day on either Monday and Thursday, from October 2026 to February 2027.

If you have the required experience and this working pattern suits your availability, we would be delighted to receive your application.

About your team

Learning is a department of 40 colleagues who create opportunities for people of all backgrounds and ages to engage with art in a range of ways, to be inspired, to play, build knowledge, ideas and skills. We do this through a wide array of creative learning events, resources, and collaborative projects in gallery at Tate Modern, Tate Britain and online.

Teams within learning include Early Years and Families, Schools and Teachers, Public Practice Talks and Events and Young People, and Communities and Partnerships who work together to build a year-round programme of events and activities for audiences. We work in close collaboration with colleagues across Tate including Curatorial, Visitor Experience and Digital teams, and with a broad range of artists, creative practitioners and partner organisations.

We believe that everyone has the right to experience and engage with art. We work to represent the diversity of the communities we are part of in all that we create, and to embed practices of equity, inclusion and care in everything we do.

This role sits as part of the Early Years and Families (EY&F) team in Learning.

Tate's Early Years and Families Programme aims to foster creativity, curiosity, and connection among children and their families through meaningful engagement with art and artists. The programme provides an inclusive and stimulating environment where children and caregivers explore art through play, storytelling, and making; creating high-impact experiences that inspire across generations.

Rooted in Tate's commitment to access and participation, the programme encompasses interactive studio spaces, large-scale participatory commissions, resources, sensory

installations, and research projects. These initiatives make visible what art can do within and beyond the gallery, nurturing confidence, belonging, and creative expression from the earliest years reaching more than 100,000 participants each year.

Our broad definition of 'family' includes any visiting group with members both under 16 and over, as well as those engaged through the early years' sector and community networks.

The Early Years and Families (EYF) team is made up of a Senior Curator, two Curators, two Assistant Curators and a Programme Assistant working across Tate Modern and Tate Britain.

What you will do (Main Duties and Responsibilities)

1. Manage the production of the UNIQLO Tate Play programme engaging families with art and ideas at Tate Modern supporting end-to-end from ideation stage to delivery
2. To support event production, logistics, administration of the programme working closely with the EY&F Curators.
3. Lead the installation and oversee the day-to-day running of the Make Studio offer at Tate Modern including installing and de-installing activities, overseeing running of activities, and evaluation
4. Manage event logistics processes such as writing and circulating event memos, organising portage of materials and furniture and overseeing technicians
5. Liaise with other departments including Visitor Experience, Visitor Communications, Audio Visual, Security and Facilities to ensure the smooth set up and delivery of activities
6. Manage the safe and sustainable delivery, storage and recycling of programme materials in line with Health and Safety and sustainability guidance
7. Support EY&F Curators with financial processes such as maintaining financial spreadsheets, raising invoices and purchase orders and budget reforecasts
8. Contribute to regular team reflection of programme content and delivery for evaluation purposes and the development of cross-site team practice and research areas
9. Assist on production and event delivery at Tate Britain Early Years & Families programme

What you will bring to the team

- Proven experience of supporting the production of cultural events or learning programmes which include children and families, including contributing to planning event logistics

- Experience liaising with key support teams to support event delivery, including AV teams, Security and front of house staff
- Strong interpersonal skills, an ability to build effective working relationships with a range of colleagues and external partners, in a positive manner.
- Excellent organisational skills, with the ability to prioritise multiple work streams and multi-task to meet deadlines and remain calm under pressure.
- A proactive, flexible approach and an ability to use initiative and work independently as well as work as part of a team, contributing positively to team goals.
- Proven experience of setting up or managing processes that improve effective working practices in a team or group
- Experience of conducting risk assessments and familiarity with Safeguarding policies
- Strong administration and IT skills, particularly in MS Word, Excel and Outlook. And good numerical skills with close attention to detail when undertaking data and financial processes
- Champion principles of diversity and inclusion, and the ability to apply and promote these in everything you do at work.
- An 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](#).

Benefits

- 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
- Subsidised staff catering arrangements and 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.

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 5 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 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 25 August 2026 by midnight. Interviews will be held on week commencing 7th September 2026

