Job description

Job title	**Programme Assistant, Public Practice**
Department	Learning
Contract	1-year Fixed Term
Salary	£11,903.60 per annum (FTE £29,759)
Hours	Part-time, 14.4 hours per week (2 Days)
Location	Tate Britain, Millbank and Tate Modern, Bankside
Reporting to	TCP Programme Manager, Public Practice, Learning

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

The Programme Assistant plays a key role in supporting the planning, administration and delivery of a busy year-round programme of events, activities and communications for young audiences across Tate Britain & Tate Modern. This role involves regular evening and some weekend work.

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 & Families, Schools & Teachers, Public Practice Talks & Events and Young People, and Communities & Partnerships who work together to develop 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.

What you will gain

In this team you will work with colleagues with a range of responsibilities and skills and as part of a wider department developing a range of events, programmes and projects in gallery and online. You will be encouraged to contribute your ideas and learn new skills and knowledge.

What you will do (Main Duties and Responsibilities)

- Provide logistical support to the Public Practice: Young People team for events and activities, including drafting event memos and liaising with logistics teams to ensure events are managed effectively.
- Work closely with Tate Collective Producer Programme Manager to support the Tate Collective Producer Programme, including monthly payroll processing, annual onboarding ongoing updating of databases.
- Support the set-up, delivery and pack-down of events and spaces, including printing, signage, space and catering set ups.
- Support with front of house responsibilities during events including welcoming visitors on the door, artist liaison and managing guest lists.
- Order, manage and monitor materials and resources, including effective storage, stock-taking and archiving.
- Carry out administrative tasks including minute-taking at meetings, updating programme planners, recording procurement card expenditure and processing invoices.
- Support delivery of occasional evening/weekend programme.

- Compile and circulate the regular Tate Collective Producer newsletter and opportunities emails.
- Collate data and evaluation forms from visitors including audience figures and feedback, and inputting into Learning reporting spreadsheets.

What you will bring to the team

- Experience assisting the production of events or public programmes which engage young people, including contributing to event logistics
- Excellent administration skills, computer literacy – confident in using Microsoft365 based applications; Excel, Word, Teams, SharePoint.
- Excellent numerical skills with close attention to detail when inputting data and undertaking financial administration.
- The ability to communicate clearly and confidently with a broad range of colleagues, including young people and external organisations, in writing and in person.
- Able to work under pressure in a busy environment, to anticipate issues, with a flexible approach to work-planning.
- Experience of working well within a team, with a proactive, flexible approach to independent work and teamwork.
- Ability to self-organise, prioritise and multi-task to meet deadlines, and stay motivated whilst undertaking repetitive tasks.
- Understanding of safeguarding practices necessary when working with children and young people.
- Able to demonstrate an understanding of and commitment to anti-racist practices and to working with care for colleagues, internally and externally.
- An 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.

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 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 29 November 2026 by midnight. Interviews will be held on 9 December 2026 and a possible second date if required.

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.



