



## JOB DESCRIPTION

**Post:** Senior Production Controller

**Department:** Tate Commerce Publishing

**Reporting to:** Head of Production

**The Company** Tate Commerce is a wholly owned subsidiary of Tate. Work at Tate Commerce ranges from publishing, retail and merchandising roles to operations, finance and licensing.

Tate Commerce shares Tate's mission to promote public knowledge, understanding and enjoyment of British, modern and contemporary art. Its role is to maximise profits and extend the value of the Tate brand, to support Tate's work and collection.

We are committed to reducing our carbon footprint and protect the environment and expect all staff to adhere to our Environmental Policy which can be found [here](#).

**The Department** Tate's book **Publishing** programme (spanning exhibition catalogues, children's books and general books about art) represents a key part of the commercial activities of Tate Commerce. We are one of the world's leading publishers on the visual arts. We aim to bring the best new writing on art and the highest quality reproductions to the widest possible range of readers. Tate Images licenses images of artwork from Tate's collection, the Unilever and Hyundai commissions, Tate Archive and shots of all four Tate galleries.



### The Disability Confident Scheme

Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Symbol.





## Purpose of the job:

To oversee the production aspects of exhibition catalogues, trade and children's books in order to ensure, in collaboration with the project editor, that they are produced to a high standard within budget and on time.

## Main responsibilities and duties

- Contribute to the smooth running of the Production Department and to the strategy of the Publishing Director and the company as a whole.
- Handle the production of individual titles from initial costings to delivery of bound books.
- Go out to tender on new projects, prepare costings and circulate these in-house. Following discussion within Production Department, negotiate costs and place title with suitable supplier.
- Keep production of each title within agreed budget, unless with the prior agreement of the Production Manager and/or Publishing & Director.
- Maintain agreed schedules. Inform and advise where timelines are in danger of slipping.
- Negotiate with printers on costs and performance.
- Pursue high standards of reproduction and good quality control. Travel to repro houses and printers for colour proofing and press passing as the situation demands.
- Take on design and layout work for certain titles.
- Keep abreast of new developments in the field of digital publishing, in preparation for handling e-book and app projects.
- Keep abreast of new developments in technology and request training when necessary.
- Co-operate with the sales and marketing team on co-editions and advance sales material.
- Give advice and assistance to the Merchandise department on printed matter.
- Liaise tactfully but firmly with artists, authors and designers regarding costs, timelines or as problems arise.
- Maintain accurate records and archives in keeping with the systems used within the department
- To lead on the department's role within the company's sustainability action plan. Collating information as required from suppliers, external stakeholders and the department as needed, to feed into the main plan. Allocate action points to the rest of the department and attend regular meetings to relay progress.
- To take on the reprints list: trade and children's. Cost monthly requests from the Sales department and liaise with editorial on any corrections needed. Accurately update the archive, titles spreadsheet and maintain schedules with each reprint, whilst undertaking any administrative duties and any file correcting with each one.



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## Competencies:

- Inspires wider group through own personal style, tone and agenda
- Structures departments and resources to deliver key objectives
- Demonstrates strategic vision and an innovative approach to change
- Actively promotes companywide initiatives recognising their importance to the business
- Credibly and confidently influences across the whole business
- Skilfully balances achieving results with attention to relationships
- Promotes Tate's Dignity and Respect policy in all their activities
- Proactively seeks to benchmark the business
- Widely read in relevant sectors in relation to their role
- Has continued to develop as a person, achieving recognition in their field or sphere of influence
- Regularly reviews overall team performance and progress for the whole business
- Creates robust business plans that prioritise work to focus on achieving required results within agreed timescales
- Evaluates the impact of change across the business
- Able to bring the strategy to life and illustrate what the future might look like in terms of customers, markets, products, principals and people
- Is an active mentor in the business
- Develops influence or resource networks both internally within Tate and externally where necessary



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