



JOB DESCRIPTION

Post: Book Buyer

Department: Retail, Tate Commerce

Reporting to: Head of Retail/Book Sales Lead

Reporting for: Merchandiser – Books, Book and Retail Assistant

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 Our Trading department in Tate Commerce covers retail, visual merchandise and eCommerce and engages with Tate's visitors through our outlets, extending the visitor journey beyond the galleries and maximizing revenue and visitor satisfaction. We work closely with the wider Trading Team and other front of house teams to deliver an outstanding experience to all of Tate's visitors. We are a large and diverse team of customer-focused professionals, passionate about delivering exceptional customer experiences and generating income that supports the work of Tate



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 role: The Book Buyer will be responsible for developing and managing the book offer across all Tate sites, ensuring a compelling, profitable range of books that aligns with Tate's exhibitions, events, and overall mission. You will work collaboratively with internal teams and external partners to maximize revenue opportunities, maintain strategic stock levels, and provide leadership to the book buying and merchandising team

Main responsibilities and duties

- Manage the book buying process across all Tate shops, ensuring a representative and commercial range of books aligned with Tate's exhibitions, events, mission and vision.
- Lead the development of Tate's core and exhibition-specific book ranges, working within agreed budgets and timelines, under the direction of the Book Sales Lead.
- Work with Tate Publishing to inform commissioning decisions, develop publishing plans and maximize sales of Tate publications in our own shops.
- Ensure the Tate book range reflects interests of diverse audiences while aligning with Tate's values. Oversee stock management across all Tate shops and channels, optimizing stock levels, stock turn rates, reviewing performance data and implementing exit strategies for underperforming lines to maximise sales and minimize risk.
- Collaborate with eCommerce teams to develop the book offer through Tate's online shop.
- Respond to new commercial opportunities, supporting new marketing processes, and exploring talks, events, and book signings, in coordination with relevant departments.
- Serve as a key contact for suppliers, publishers, and representatives, managing gross profit, terms and conditions.
- Work closely with stakeholders across Tate Commerce and Tate Gallery to ensure the book offer aligns with and supports global strategic objectives
- Lead and manage the book buying and merchandising team, providing clear direction, coaching, and performance management.
- Empower and motivate the team to achieve their full potential through regular reviews and developmental support.
- Analyse sales data and KPIs to inform buying decisions and improve performance.
- Support book buying strategies for Tate Liverpool and Tate St Ives.
- Collaborate with the Head of Retail to develop and manage book buying and stockholding budgets.
- Ensure book ranges are delivered within budget and margin targets.
- Maintain strong communication with retail and eCommerce teams to address operational issues and integrate their input into the department's strategy.
- Ensure effective information sharing between departments, facilitating collaboration with Tate Publishing and other internal teams.



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Person Specification

Essential:

- Substantial buying experience, preferably gained within the book trade
- A strong passion for and commitment to Tate's mission and values.
- Excellent communication, negotiation, and influencing skills, with the ability to collaborate effectively across departments and with external partners.
- Proven experience in leading and developing teams, driving strategy, and improving performance.
- Ability to manage multiple projects, prioritize deadlines, and make decisions independently.
- Experience in managing large buying budgets, analysing data, and leveraging insights to drive commercial success.
- Proficiency in using commercial systems, reporting software, and Microsoft Office Suite.
- Creative problem-solving abilities, resilience, and openness to change.
- A demonstrable commitment to advancing equality, diversity, inclusion, and accessibility

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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