



Job description

Job title	Assistant Editor: Interpretation
Department	Research and Interpretation
Contract	Permanent
Salary	£22,068 per annum (FTE of £31,527)
Hours	Part-time, 25.2 hours per week
Location	Millbank
Reporting to	Editor: Interpretation

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

You will work with colleagues in the Interpretation team and across the organisation to support the delivery of interpretative material for the commissions, collection displays alongside temporary exhibitions at Tate Britain and Tate Modern. You will copy-edit interpretation texts meeting the needs of our audiences.

You will ensure that interpretation texts flow clearly while being accessible and accurate. You will help curators to tell stories that are relevant and engaging, while ensuring that the language we use is at all times inclusive.

About your team

The Interpretation Department encourages audiences to look closer, discover, and make connections at the moment of their encounter with an artwork. It provides opportunities to share knowledge and facilitate dialogue. Interpretation devices can vary, including: texts (wall texts, artwork captions, questions, timelines, leaflets); The editorial team will principally work on editing in-gallery texts for commissions, exhibitions and displays alongside Collections Texts for online audiences.

The Interpretation team comprises an Editorial Programme Manager, 2 Editors, and 4 Assistant Editors. We collaborate with other teams across Tate including Audiences, Curatorial, Learning, Publishing and Research. Our practice is audience-centred. It relies on research to introduce new and evolving terminology to our audiences. This means engaging with guidelines, initiatives and policy around language, style and tone of voice.

We aim to prioritise care and support for our visitors, artists and each other while fostering dialogue, collaboration, and innovation.

We want people to have fulfilling experiences. Our work directly responds to Tate's aims to welcome audiences that reflect our nation and attract a diverse international public. We aim to support the widest range of people in their engagement with our collection and with broader ideas about art.

What you will gain

You will work with colleagues across disciplines and departments, gaining insight into how a large organisation functions. You will discover how Tate develops interpretative strategies and devices to help deliver consistent, intelligible and engaging Interpretation texts.

Working in a small team in a large organisation you will have the opportunity to contribute to discussions about the way Tate engages audiences and writes about art.

You will be supported by colleagues in your department and have the opportunity to join Tate Staff Networks and interest groups. You will be joining an organisation that is committed to helping people thrive and to shape the workforce to reflect the UK population today more closely.

What you will do (Main Duties and Responsibilities)

- Copy-editing: check spelling, grammar, accessibility; Apply Tate Style, following inclusivity guidelines, optimize tone of voice, follow up to date policies, and do basic fact-checking,

- Polishing style, narrative flow and structure.
- Proof-reading
- Delivery of edited texts to set deadlines.
- Early escalation and flagging of delayed submission of texts from curatorial stakeholders.
- Liaising with Editorial Programme Manager to support the enforcement of deadlines alongside the timely delivery of edited texts for exhibition, displays, commissions and online Collections Texts.
- Alerting Editors to potential conflicts with Tate policy
- Ensure that interpretation content helps in relation to Tate's ambition to become remain a space that is relevant, welcoming, and inclusive for all.
- Assist with interpretation delivery, installation and online content. This includes updating other departments with most recent versions of texts.
- Format texts when necessary, using design templates.
- Where required: contribute to the development of interpretation as a practice, taking part in practice-led research programmes.
- Support the monitoring of visitor feedback and support the evaluation of gallery interpretation.
- Contribute to Tate's style guide, language glossaries, and other language development initiatives such as Tate Language Group.
- Carrying out relevant research and completing any training necessary to remain up-to-date with professional standards in sub-editing.
- Engaging with relevant development in broader cultural debates to retain an up-to-date awareness of language.
- Where required to deputise for Editors at Language Group and other relevant meetings.
- Provide administrative, financial, and logistical expertise to ensure that interpretation deliverables for exhibitions and displays programme are met. This may include the creation of artwork Excel spreadsheets, correspondence with graphics printers before, during and after installations, generating and processing invoices and uploading artwork captions and display text to Tate's website.
- Maintain Interpretation and Displays Sharepoint folders, including access requests, IT requirements, creating folders, saving final texts, updating website spreadsheet.
- Where necessary print artwork labels and assist with interpretation installation

What you will bring to the team

- Experience of making complex ideas accessible to a range of audiences.
- An understanding of how to make art relevant to non-specialist audiences.
- An understanding of the importance of language in making people feel welcome and included in the gallery.
- An interest in researching current best practice in relation to language.
- High standard of written English, excellent writing and editing skills across different formats including an understanding of how punctuation and grammar can help make texts accessible.
- The ability to communicate diplomatically with colleagues and stakeholders at all levels.
- Good team working and interpersonal skills.
- A positive approach to problem solving. The ability to prioritise competing deadlines and work autonomously to meet them.

- An interest in visual culture and an enthusiasm for finding new ways to talk about art.
- Awareness of current developments in interpretation in galleries and museums.
- Excellent computer literacy with experience of Windows-based software, databases, spreadsheets, and desktop publishing software, such as Adobe InDesign, and other relevant applications.
- A commitment to working with care for colleagues, collaborators, and audiences.
- The ability to champion principles of diversity and inclusion and to apply and promote these in everything you do at work.
- An interest 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.

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
- 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 15 June 2025 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.

