



## Job description

<b>Job title</b>	Assistant Producer Public Practice
<b>Band</b>	£32,674 per annum
<b>Department</b>	Learning
<b>Contract</b>	Fixed Term Contact until February 2027
<b>Hours</b>	Full time 36 hours per week including some evenings and weekends
<b>Location</b>	Tate Britain, Millbank and Tate Modern, Bankside
<b>Reporting to</b>	Curator, Public Practice

## 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](http://www.tate.org.uk).

## About the role

You'll be responsible for providing excellent logistical and event production support as part of Public Practice in the Learning department. You'll work closely with Public Practice Curators supporting on processes that facilitate delivery of the programme, taking the lead on logistics and production support across Public Practice events from ideas stage through to delivery.

## 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 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.

We do this through a wide array of creative learning events, resources, and collaborative projects in gallery at Tate Modern, Tate Britain, and online. 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.

Teams within Learning include Early Years & Families, Schools & Teachers, Public Practice and the Central team who work together to develop a year-round programme of events and activities for audiences.

Public Practice works across Tate Modern and Tate Britain, delivering a busy and varied programme of public events across a range of scales and formats, engaging audiences aged 16 and above with art, artists and ideas. This includes talks and screenings in our auditoriums, expanded programmes in gallery such as Lates and performances, and dedicated events and creative development projects with and for young people 16-25, including the Tate Collective Producers programme.

## What you will gain

Motivated, and skilled people are key to our continued success, and we want everyone at Tate to have the opportunity to develop and thrive. In this team, you will be encouraged to contribute your ideas, realise your potential, and learn new skills and knowledge.

## What you will do (Main Duties and Responsibilities)

### Programme Coordination & Production

- Be responsible for the successful end-to-end delivery of Public Practice events at Tate Britain, Tate Modern and online.
- Work closely with the Public Practice Curators (who are responsible for leading programmes) to support event production, logistics and administration
- Liaise effectively with other departments, including Visitor Experience, Visitor Communications, Audio Visual, Security and Facilities to ensure the smooth delivery of events; write and circulate event memos to facilitate internal communications.
- Manage event logistics processes including booking spaces, furniture & support staff, audio visual set up, catering, travel & accommodation, and any other related provision for programme contributors
- Line manage the Learning Programme Assistant, supporting their professional development in the role.
- Contribute to development of events programme, as part of programming team including event contributors, themes, formats and spaces.
- Oversee and update Learning planning master spreadsheet to ensure that detailed programme and audience data is recorded effectively and available for regular internal and external and funder reporting
- Be responsible for drafting contracts and liaising with programme contributors to ensure contracts completed in time for programme/ marketing deadlines.
- Coordinate and draft programme events copy to meet Learning and Marketing deadlines in consultation with Senior Learning Programme Manager
- Work closely with the Senior Learning Programme Manager and Producer Performance & Public Practice as required to support and improve effective event operations and communication in Public Practice and cross departmentally
- Work closely with Assistant Curator Public Practice Young People to align production and operations knowledge and ways of working
- Maintain files and archiving of past programme information, both paper and electronic, to be transferred to Gallery Records.

### What you will bring to the team

- Substantial experience of supporting the production of events or public programmes including contributing to planning event logistics
- Experience liaising with key support teams to support event delivery, including AV teams, Security and others
- Excellent organisational skills, with the ability to prioritise and multi-task to meet deadlines and remain calm under pressure.
- Proven experience of setting up or managing processes that improve effective working practices in a team or group
- Strong administration and planning skills, and experience of communicating planning and logistics information effectively in writing and in person

- Excellent organisational skills, with the ability to prioritise and multi-task to meet deadlines and remain calm under pressure.
- Experience of using financial software, Excel and of working with databases and accuracy with close attention to detail, including diary and room booking systems
- Strong interpersonal skills, an ability to build effective working relationships with a range of colleagues and external partners, and a positive manner.
- Ability to line manage staff, and support others to develop and grow within their roles.
- 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.
- Able to 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.

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, (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.
- 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.
- 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/](http://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 April 2026 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.

