



Job description

Job title	Editorial Assistant, Tate Etc and Guide
Department	Membership
Contract	Permanent
Salary	£17,045 per annum (FTE 28,408)
Hours	Part time, 21.6 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Deputy Editor, Tate Etc. and Guide

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

As Editorial Assistant for Tate Etc. and the Guide, you will support the Editor, Deputy Editor and Assistant Editor with the production and delivery of Tate Etc., Europe's largest art magazine, and Tate Guide. You will bring your strong administrative skills, excellent attention to detail and a passion for art and quality writing to support the editorial team and promote the understanding and enjoyment of art to new audiences.

About your team

The Tate Membership team is responsible for delivering outstanding experiences for Tate Members, Tate Collective and email subscribers. Working across the four galleries and collaborating with colleagues across the organisation, we're responsible for delivering on ambitious targets for retaining current Members, acquiring new Members, and maximising revenue and satisfaction. Customer-focused and driven by data and insights, we're passionate about giving Members the best possible experience of art to build loyalty and deliver lifetime value.

You will sit within the Tate Etc. and Guide team. Our small team values a collaborative, open and flexible approach to working. Tate Etc. is Europe's largest art magazine, and the Guide is Tate's listings publication. They are published quarterly for Tate Members. Tate Etc. is also sold on newsstands globally and is available via subscription.

What you will gain

This is a unique opportunity to develop your editorial skills at one of the world's leading art magazines. 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)

- Support in the proofreading and fact-checking of editorial content for Tate Etc. and the Guide, liaising with freelance writers, subeditor, photographers, illustrators and colleagues at Tate as required
- Provide administrative support to the Tate Etc. and Guide team, including requesting and generating invoices and licensing agreements; booking travel; maintaining contact, subscriber and contributor lists; taking and circulating minutes in editorial and design meetings; and fulfilling office mailing for both publications
- Carry out picture research for Tate Etc. and the Guide, sourcing high-resolution images and negotiating licensing agreements for print and online
- Draft short copy for Tate Etc. and the Guide, including captioning images, adding courtesies, pull-quotes, standfirsts and headlines
- Liaise with other teams at Tate to ensure Guide content is collated, delivered on schedule and accurate at time of printing

- Collaborate with the editorial team, Tate's Intellectual Property Manager, and other colleagues, to compile accurate copyright crediting in Tate Etc. and the Guide
- Upload new articles to Tate's website, optimising content for web and collaborating with other teams to share them with target audiences
- Provide administrative support in the delivery of events programmed by the Tate Etc. team
- Be the first point of contact for queries from contributors, colleagues and members of the public, including monitoring the shared inbox

What you will bring to the team

- Excellent administrative and organisational skills, demonstrating clear thinking and a solutions-focused approach when prioritising competing demands to meet deadlines
- Excellent written and verbal communication skills
- Keen attention to detail, accuracy and quality
- Strong interpersonal skills, with an ability to build effective working relationships and work collaboratively with a diverse range of colleagues
- A demonstrable interest in, and commitment to, arts and culture publishing, writing and the work of Tate
- Familiarity with CMS platforms, Adobe InDesign and Microsoft software, including Teams, Outlook, Word, etc.
- Experience of contributing to an inclusive and respectful culture in a work setting and applying the principles of diversity and inclusion in building and maintaining relationships with colleagues or collaborators

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 13 November 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.

