



## Job description

Job title	Head of Programme Management
Department	Curatorial, Tate Britain
Contract	Permanent
Salary	£67,000 per annum
Hours	Full-time, 36 hours per week
Location	Millbank, London
Responsible for	Finance and Administration, Exhibition Registrar and International Collaborations, and Art Installation teams at Tate Britain

## 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

The main purpose of this role is to lead the scheduling, development, production and delivery of the Tate Britain's artistic programme, and to lead the business and administrative functions to support the division's programme and objectives. Working closely with the Director, Tate Britain, you will help lead and support an inclusive, collaborative, high performing division of art professionals.

## About your team

The curatorial team at Tate Britain is responsible for researching and delivering loan exhibitions, Collection displays, commissions and events, as well as researching and building Tate's Collection. The programme is delivered in collaboration with specialist departments from across Tate, including Collection Care, Visitor Experience and Audiences, Learning and Interpretation, as well as a range of external partners.

## 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 Development, Production and Delivery

- Provide leadership and advice to project teams through all stages of the development, production and delivery of curatorial projects at Tate Britain: exhibitions, collection displays and artist-commissions.
- Ensure project teams work to agreed timelines, budgets and correct procedures. Put in place strategies and procedures to ensure schedules and targets are known and achievable.
- Oversee the management of the Tate Britain programme schedule and work with the Director and Senior Curators to strategically plan the forward programme, in liaison with other divisions across Tate.
- Oversee the work of the Senior Manager, International Collaborations to ensure and manage all contractual obligations relating to the Tate Britain programme including touring partnerships.
- Provide leadership and support to the Tate Britain Exhibition Registrar team, including advising on questions of statutory compliance.

- Ensure the Tate Britain touring exhibition programme is coordinated as efficiently as possible to benefit Tate, managing reputational and financial risks.
- Provide leadership and support to the Tate Britain art installation team, led by the Design & Production Manager.
- Advise at a strategic level on logistical and financial project feasibility and ensure best practice and compliance across all aspects of the installation of artworks and projects to the highest standards.
- Work sustainably, innovatively, and collaboratively to support Tate's institutional commitment to reduce its carbon emissions.

## **Financial Management and Business Planning**

- Reporting to the Director, Tate Britain, lead on the setting of annual income and expenditure targets and project budgets across the department.
- Oversee the financial reporting cycle for Tate Britain across quarterly reforecasts and year end, ensuring budgets are managed accurately and effectively.
- Oversee the tracking of all income and expenditure to ensure best value for money in accordance with Tate's financial procedure, reporting regularly to the Director, Tate Britain.
- Work with colleagues across Tate manage the visitor and income targets planning process for Tate Britain, ensuring that the programme adheres to audience framework and targets set.
- Manage the departmental Risk Register, identifying high level risks and mitigations.
- Assist the Director, Tate Britain with planning and managing the department's strategic and operational plans.

## **Administration and People Management**

- Manage and motivate the programme management team, comprising International Collaborations and Exhibition Registrars, Art Installation and Finance and Administration teams at Tate Britain.
- Overseeing the Administration team, ensure all areas of departmental work are appropriately supported, local processes are clear, effective and communicated.
- Act as the senior point of contact with Human Resources on behalf of the Tate Britain Curatorial Department.
- Contribute to resource allocation, including reviews and restructures of the department, ensuring capacity and capabilities meet current and future requirements and support team and individual growth.
- Represent Tate Britain and contribute to cross-site projects and initiatives, and deputise for the Director, Tate Britain in business and operational matters as required.
- Working closely with the Director, Tate Britain, collaborate in leading, encouraging and maintaining innovative thinking and best practice among colleagues within the division to the highest standard.
- Work collaboratively in a spirit of inclusive leadership with colleagues across all division to help Tate and Tate Britain achieve its aims and ambitions.

## What you will bring to the team

- Substantial practical knowledge of the management of exhibitions, collection displays and commissions with a proven track record of problem-solving and finding innovative solutions.
- Significant experience of organising successful, complex partnerships in a museum or gallery environment.
- Understanding of international museum standards for exhibitions and registration processes.
- Expert project management skills, with experience in managing and delivering multiple complex projects simultaneously, to time and to budget.
- Extensive business planning skills, with experience in managing large and complicated budgets, planning successfully and managing risk.
- Demonstrable ability to work collaboratively within a complex operating environment across a range of different stakeholders.
- Demonstrable experience of improving the efficiency and cost effectiveness of operational services whilst maintaining high standards of production and delivery.
- Proven leadership skills and experience in leading teams as well as in delivering successful cross-organisational projects.
- Excellent interpersonal and communication skills with the ability to liaise and negotiate, developing effective working relationships and inspiring confidence from people at all levels.
- Able to manage competing demands, make effective decisions under pressure and think creatively to come up with solutions to problems.
- A flexible approach to work and positive attitude to change.
- Availability and willingness to attend out-of-hours functions.
- Awareness of, and commitment to, issues of inclusion, equality and diversity as they affect the work of a major museum.
- 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, 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/](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 31 May 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.

