



Job Title:	Programme Manager, Tate Modern (Hyundai Tate Research Centre: Transnational)
Department:	Tate Modern Division
Contract:	Permanent
Salary:	£40,000 per annum
Hours:	Full-time, 36 hours per week
Location:	Bankside, London
Reporting to:	Head of Programme Management

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

The Hyundai Research Centre: Transnational is embedded in Tate's Curatorial team. The partnership expands Tate's commitment to developing its collections and programmes beyond Western Europe and North America by exploring multiple art histories from different parts of the world.

The centre's core team sits within the Curatorial department at Tate Modern and supports research projects across Tate's four sites (Tate Modern, Tate Liverpool, Tate St Ives, & Tate Britain) and with a wide network of international partners.

Working with a range of internal and external stakeholders, you will manage and produce projects and events of the Hyundai Research Centre: Transnational, which supports the research and development of Tate's programme including exhibitions, displays and acquisitions.

What you will do (Main Duties and Responsibilities)

Management

- Manage research projects and provide organisational and production support to Senior Curator
- Work with project-based team of Curators, Adjunct Curators and other curatorial staff to deliver research projects
- Devise schedules, establishing and maintaining key schedule dates for every project.
- Ensure efficient and cost-effective delivery always striving for best value for Tate money.
- Effectively manage and communicate with internal and external stakeholders, helping to secure their support and contributions to the projects.
- Ensure that the wider team is kept well informed of the progress on all projects and is consulted as appropriate.
- Source and manage freelancers when necessary including drafting freelance contracts.
- Promote equality and diversity in all aspects of your work, maintain positive working relationships, ensuring that colleagues are treated fairly with respect/ dignity and contribute to developments that support the gallery's strategy for wider access, inclusion and diversity.
- Plan, organise and issue invitations for relevant meetings
- Prepare and maintain project documentation including fulfilling reporting requirements and delivering project plans.
- Prepare reports and compile information to funders and sponsors.
- Work collaboratively across different Tate departments to deliver the centre's projects
- Produce regular reports on activities related to the project

- Plan and oversee relevant website contents by liaising with Digital and Research departments
- Undertake Tate advocacy, including attending Tate events where appropriate
- Participate in recruitment when required.

Finance

- Manage the overall project budget providing top level information and reporting including initial allocations, scenario planning and risk management with the Senior Curator and Head of Business and Operations
- Manage the quarterly forecasting and year end reconciliations with the Head of Business and Operations
- Monitor and maintain accurate records of expenditure
- Hold regular finance meetings with Senior Curator, Head of Business and Operations and Management Accountant.
- Process and approve invoices, credit card payments and expenses for the budget on the financial software and reconcile the accounts each month
- Process monthly transaction reports and raise any issues with Director of Business and Operations

Events

- Plan, organise and deliver seminars, conferences, live performance and other events.
- Cultivate good relationships internally and externally, act as an advocate for Tate and provide advice where appropriate
- Work with Tate's Digital, AV team, Estates, Press, Design, Catering and other key internal stakeholders on event-related tasks
- Liaise with external partners and co-organisers regarding agreements and sharing of responsibilities
- Prepare collaborator and speaker agreements and make all necessary arrangements for collaborators' travel, including issuing invitation letters for visas
- Liaise with speakers and participants regarding submissions, deadlines, expense claims and travel arrangements
- Manage external relationships and mailing list
- Produce event reports

What you will bring to the team

Essential

- Demonstrable experience of managing projects and events in a research, museum or cultural institution context.
- Demonstrable experience with budget monitoring and management through an annual budget cycle
- Proven experience of planning, organising and delivering research or curatorial events
- Excellent time and planning skills, with the ability to work calmly under pressure and to multiple tight deadlines.

- Effective interpersonal skills, with the ability to liaise confidently and diplomatically both externally and internally at all levels and with individuals from a variety of cultures and backgrounds.
- Ability to work on own initiative, with a proactive, collaborative and flexible approach to problem solving
- Articulate written and verbal communication, with the ability to draft reports/correspondence/ synopsis and to convey them effectively both face-to-face and in written copy.
- Good numeracy skills with strong attention to detail and experience of working with databases
- A high degree of computer literacy with knowledge of Windows-based and database applications.
- Experience of creating a working environment that encourages equality, diversity and inclusion, and the ability to create an inclusive, respectful culture within a team
- An interest in and commitment to the work of Tate
- Willingness to work occasional evenings and weekends

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.

Employee 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
- 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/ 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 4 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.

