



Post: Design Studio Assistant
Reference: TG0490
Band: Administrative and Technical
Department: Media and Audience, Design Studio
Contract: Permanent
Hours: Part-time (21.6 hours per week)
Reporting to: Design Studio Manager
Location: Millbank, London

Background

The aim of Tate is to increase public awareness, understanding and enjoyment of British art from the 16th century to the present day, and of international modern and contemporary art.

The Tate Design Studio is part of the Communications section of Tate Media and Audiences division. The division is comprised of Press, Marketing, Tate Design Studio, Tate Online, and Membership and Ticketing, all based centrally in offices at Millbank.

The Design Studio manages the design, print production and some digital production for all four Tate galleries and subsidiary companies (Tate Catering, Tate Entertaining and some work for Tate Enterprises); managing projects from a wide range of departments such as Development, Learning, Exhibitions and Displays, and Visitor Experience.

You can find further information about Tate on our website: www.tate.org.uk

Purpose of the Job

To provide administrative support to the Design Studio, helping to deliver a high volume of printed and digital material for all departments across all four Tate galleries.

Main Activities/Responsibilities

- Assist the Head of Design and Production and Design Studio Manager in the coordination of multiple design jobs, liaising with clients across a variety of Tate departments.
- Assist the Design Studio Manager with the co-ordination of the Design Studio Work Plan, updating the project status to keep the Work Plan up-to-date and forward planning to assist in the managing of timeframes for current and future projects.
- Assist with obtaining print quotes from a variety of suppliers.
- Complete purchase orders for jobs that have had the costing and budget approved by the Design Studio Manager or Head of Design and Production
- Oversee the Purchase Order and Invoice Log, maintaining accuracy in logging procedures
- Approve invoices for payment in electronic finance system (Agresso), checking departmental budget codes and checking costs against purchase orders.
- Liaise with the Marketing department to oversee the advert specification sheet to ensure all artwork for advertising campaigns is delivered on time and to correct specifications.
- Oversee sending artwork to production in a variety of formats (digital, PDF, open artwork files) as appropriate to each project.
- Help co-ordinate production schedules and ensure jobs are delivered to clients in a timely fashion, arranging and tracking deliveries.

- Maintain the Design Studio's filing and archiving system in accordance with Tate's data management policies and oversee the filing of printed objects within the Tate Archive.
- Carry out administrative tasks for the Design Studio including ordering stationery, scheduling meetings, organising AV and catering requirements, taking minutes and circulating information from the Design Studio as necessary, and answering phones and taking messages for other staff when they are unavailable.
- Research, prepare and compile material for department presentations and meetings, in consultation with the Head of Design and Production.
- Act as the department's file plan administrator, maintaining electronic filing systems for the department.
- Provide general and flexible administration support and assistance for correspondence and diaries as required, as well as maintaining the general order and tidiness of the department including storage space.
- Carry out other duties commensurate with the post as required.

Person Specification

Essential

- Proven experience of carrying out a range of administrative duties.
- Excellent administrative skills and a highly organised and flexible approach to work including the ability to work on own initiative to prioritise a varied workload, balance competing demands and meet deadlines.
- Demonstrable ability to complete administrative tasks accurately and with close attention to detail.
- Strong interpersonal and verbal communication skills with good telephone manner and experience of corresponding both with internal colleagues and external contacts at all levels.
- Excellent written communication skills with the ability to convey information clearly and concisely.
- Ability to work accurately with financial and numerical data.
- Proactive, flexible and willing approach and an ability to work as part of a team, contributing positively to team goals.
- High degree of computer literacy, with confident and accurate use of Windows-based applications, such as Word, Excel, Outlook and PowerPoint; ability to work in an Apple Macintosh environment
- An understanding of design and print processes.
- An interest in and commitment to the work of Tate.

Desirable

- Knowledge of Adobe's Creative Suite.
- An interest in and appreciation of art.

Pay and Benefits

Type of Contract

This appointment is offered on a part-time permanent contract.

Working Hours

Normal working hours for this post are 21.6 hours per week.

Salary

This post is graded in the Administrative and Technical band of Tate's Pay Bands which is currently as follows:

Minimum	+1	+2	+3	+4	+5	Ceiling
£20,049	£20,554	£20,806	£21,311	£21,614	£22,119	£22,716

An appointment to this post will be made at the minimum of the band. Accordingly, the starting salary for this post will be £12,029 per annum (ie pro rata to the full-time equivalent of £20,049 per annum).

A review of pay is undertaken annually at Tate through negotiation with the recognised trade unions. Any increases to individual salaries, will be subject to the terms of Tate's annual pay settlement and will be applied from 1 April.

Annual Leave

Annual leave is 15 working days per annum (ie pro rata to the full-time entitlement of 25 working days per annum) rising to 16 working days per annum (ie pro rata to the full-time entitlement of 27 working days per annum) after three years' service.

Safer Recruitment

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

Pension Benefits

An important part of the pay and reward package Tate offers employees is the option to join the Civil Service Pension arrangements. These arrangements offer a choice of two types of pension:

- **nuvos.** This is a high quality, index-linked defined benefit occupational pension scheme that currently has a member contribution rate which ranges from 3.5% to 5.9% dependant on your salary. As your employer we meet the rest of the cost of the scheme. Further information about this can be obtained from www.civilservice.gov.uk/pensions
- **partnership** pension account. This is a stakeholder pension with a contribution from ourselves. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

If you have previously worked for an employer who participated in the Civil Service Pension scheme different conditions may apply.

Other Discretionary Benefits

- 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.
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Childcare Vouchers Scheme – offering savings on tax and national insurance.
- 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.

Selection

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 in to your account.

The closing date for the submission of completed application forms is **Friday 5 April 2013, Midnight.**

Our jobs are like our galleries, open to all.