



**Post:** Production Co-ordinator  
**Ref:** TG0560  
**Band:** Senior Advisory  
**Department:** Curatorial, Tate Modern  
**Contract:** Permanent  
**Hours:** Full-time  
**Reporting to:** Head of Programme Realisation  
**Location:** Bankside, London

## **Background**

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

The Curatorial Department, Tate Modern is responsible for the delivery of exhibitions, collection displays, live performances and film programmes, ensuring the highest standard of content and delivery of this programme. It is also responsible for building the modern international aspect of Tate's collections.

Film and performance programmes are a key aspect of Tate Modern's artistic programme and a vital element of the vision for its newly expanded building due to be completed over the next few years, incorporating a purpose-built live performance space and film screening room. The ongoing programme will include cross-disciplinary and live event-based art work; presenting action, film and live performance by major international artists, projects conceived in collaboration with Tate's Learning department and programmes generated in partnership with other arts organisations.

As an experienced production co-ordinator with proven interest in interdisciplinary arts practice, you will develop and deliver live performance and film programmes, commissioned projects and related events. Working closely with the Curator (Contemporary Art & Performance) and the Curator (Film), you will co-ordinate the programme and deliver the curatorial vision. You will lead the project management of programmed commissions and events and oversee project teams of Tate staff, supervise project development, design and installation, and manage budgets.

You can find further information about Tate on our website: [www.tate.org.uk](http://www.tate.org.uk)

## **Purpose of the job**

To co-ordinate and deliver live performances, film programmes and installations at Tate Modern.

## **Exhibitions, Projects & Events**

Within the context of Tate Modern's programme, you will:

- Co-ordinate the delivery of multi-disciplinary projects for Tate Modern's curatorial programme, to include live performance, film programmes, commissioned projects and events.

- Identify staffing needs and, in consultation with Head of Programme Realisation, hire appropriate temporary assistance for live events, liaise with external producers and technical managers.
- In consultation with the Head of Exhibitions, the Head of Programme Realisation and Curators, devise seasonal programme schedules, establishing and maintaining key schedule dates for each project.
- Arrange and chair implementation meetings for live and film programme seasons, ensuring effective and collaborative liaison between colleagues across all departments.
- Collaborate with Tate's Learning department to produce events, when required.
- Contribute to the maintenance of guidelines and planning procedures for live art events for the Curatorial team handbook.
- Ensure projects are delivered on time and to budget.
- Negotiate loans and liaise with artists, collectors, public and private institutions.
- Oversee project budgets; drawing up, managing and monitoring accurate detailed budget estimates for expenditure and income, to obtain best value without compromising high standards of presentation.
- Lead presentations of commissioned projects and events.
- Research existing and new proposals for commissioned projects and events.
- Identify and engage with potential partners for co-productions
- Write and present project descriptions

### **Research and Development**

Within the context of Tate's research programme and goals, you will:

- Maintain and expand expertise in your specialist area.

### **Administration and management**

To assist with the smooth running of the department and to contribute to the achievement of departmental goals, you will:

- attend Tate events.
- supervise interns or volunteers when required.
- supervise junior staff as line manager.
- participate in staff recruitment when requested.
- take on administration-related tasks and projects, when required.

### **Person Specification**

#### **Essential**

- A relevant degree in the arts or related field, or equivalent.
- Relevant work experience in an arts organisation and/or arts festivals.
- A demonstrable interest and experience in interdisciplinary arts practice.
- Demonstrable experience of working with contemporary artists.
- Well-developed interpersonal skills, with the capacity to lead, yet flexible enough to work well within a team, and the ability to work collaboratively across Tate.
- A well-developed visual sense and understanding of issues involved in the presentation of works of art in a public space, including functional operations.
- Extensive experience of the processes involved in staging live performances, screenings and related events, including managing budgets and engaging temporary staff.

- Excellent organisation, planning and administrative skills, with ability to prioritise and coordinate multiple activities to meet deadlines.
- Skilled negotiator with aptitude for managing different types of relationships.
- Demonstrable excellence in verbal and written communication and presentation.
- An established network of contacts in the field of modern and contemporary performing arts.
- Ability and willingness to travel and to manage or attend out of hours functions.
- Awareness of issues of equality and cultural diversity as they affect the work of a major museum.

### **Desirable**

- Knowledge of at least one foreign language.
- Experience of working in theatre or other performing arts organisations.
- An interest in, and commitment to, the work of Tate.

### **Pay and Benefits**

#### **Type of Contract**

This appointment is offered on a permanent contract.

#### **Working Hours**

This post is offered on a full-time contract working 36 hours per week – Monday to Friday.

#### **Salary**

This post is graded in the Senior Advisory Band of Tate's Pay Bands which is as follows:

<b>Minimum</b>	<b>+1</b>	<b>+2</b>	<b>+3</b>	<b>+4</b>	<b>+5</b>	<b>Target</b>	<b>Uncapped</b>
£27,422	£28,028	£28,785	£29,795	£30,805	£31,941	£32,573	Uncapped

An appointment to this post will be made up to £31,941 per annum dependent upon the skills and experience of the successful applicant.

#### **Annual Leave**

Annual leave is 25 working days per annum rising to 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 8.25% 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](http://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/](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 in to your account.

The closing date for the submission of completed application forms is **Monday, 20 May 2013 by 17.00.**

*Our jobs are like our galleries, open to all.*