



JOB DESCRIPTION

Post: Visual Merchandise Assistant

Department: Tate Commerce

Reporting to: Visual Merchandising Manager

The Company ***Tate Commerce** is a wholly owned subsidiary of Tate. Work at Tate Commerce ranges from publishing, retail and merchandising roles to operations, finance and licensing.*

Tate Commerce shares Tate's mission to promote public knowledge, understanding and enjoyment of British, modern and contemporary art. Its role is to maximise profits and extend the value of the Tate brand, to support Tate's work and collection.

The Department ***Tate's Retail team** provides first-rate service to around a million customers a year at the shops in Tate Britain, Tate Modern, Tate Liverpool and Tate St Ives. They include the shop floor teams, senior staff and supervisors led by site management teams, all reporting into the Retail Director.*



The Disability Confident Scheme

Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Symbol.

Purpose of the job: To maintain and promote excellent Visual Merchandising (VM) standards across all the Tate Modern shops.

Main responsibilities and duties

- Taking direction from the VM Manager and guidance from the VM Co-ordinator and Sales Managers, the Tate Modern Visual Merchandise Assistants will support the VM Manager to deliver excellent standards of visual merchandising across all of Tate Modern's shops and windows
- Create and execute onsite POS material and signage
- Provide support to Sales Managers in the planning of VM moves to accommodate new ranges, seasonal changes, availability and driving sales
- Plan and execute seasonal promotion activity
- Ensure all shop lighting is working and effective and arrange for replacements through the in-house maintenance team
- Ensure tools and VM sundries are available and in good condition
- VM recovery of all shops daily



- Plan and implement window changes with VM Manager and the VM Co-ordinator
- Manage the safe keeping and storage of all VM fixtures, equipment and props
- Maintain good standards of shop acrylics, signing off orders for replacements through the Tate Modern Retail Manager.
- Train and support sales staff in VM principles
- Attend and proactively engage with weekly floor walks with the VM Manager, and subsequently action agreed VM changes.
- Regular weekend working hours and occasional early mornings needed when carrying out major VM moves and shop set ups

Tate is proud of its commitment to diversity and inclusion which is set out in our Tate for All strategy. This strategy aims to improve diversity and inclusion at Tate through a process of organisational change and to make diversity and inclusion part of everything we do. Tate therefore expects all of its employees to actively contribute to promote diversity and inclusion as part of their role

Person Specifications

Essential:

- Previous Visual Merchandising experience gained within a fast paced retail environment
- Working knowledge of InDesign
- Creative and commercial outlook to problem solving.
- Strong practical and creative skills executed with a positive attitude.
- Comfortable working on their own as well as a good team player.
- Excellent verbal and written communication skills, demonstrating the ability to communicate positively at all levels across the gallery and other stakeholders, all staff and customers and visitors
- Demonstrate that you are a strong team player, working in a collaborative way within a diverse team, treating all colleagues with dignity and respect
- Organised with excellent planning skills
- Ability to respond to time frames and deadlines
- Being able to multi-task
- Ability to take on a reasonable amount of manual handling.
- Have an understanding of VM trends and creative market leaders

Desirable:

- Experience of the museum and cultural sector.
- Working knowledge of Outlook



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Competencies:

- Passion for what we do, with an interest in art and the aims of Tate
- Balances a varied workload and shifting priorities to deliver results on time
- Plans and prepares effectively to ensure delivery of the agreed results
- Develops effective working relationships with other teams in Tate Commerce
- Communicates clearly, keeping others informed appropriately
- Adheres to Tate's Dignity and Respect policy in all their activities
- Develops better and more efficient ways of doing things
- Is solution-focused and open to new ideas
- Evaluates their own development



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