



Post: Producer
Band: 3L
Reference: TG2329
Department: Tate Digital
Contract: Permanent
Hours: Full time
Reporting to: Senior Producer
Location: Millbank, London

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 British art from the 16th century to the present day, and international modern art from 1900 to the present day.

Millions of people visit Tate's website and other digital projects every year. The Tate Digital department is responsible for creating, managing and publishing information onto the website and other digital places, such as our social media profiles.

We work across a range of digital platforms, , producing many different types of content such as video, text, audio, music playlists, podcasts and interactive features. We also produce digital projects in the galleries, from video projections to virtual reality experiences.

We celebrate inclusivity, diversity and equality. We want to be relevant to everyone who is interested in art and culture. We are working to improve the representation of women, BAME, LGBTQ+, people with a disability, and other underrepresented groups in Tate's digital content.

Our department works closely with teams from all over Tate. For example: We collaborate with Marketing teams on campaigns which encourage people to visit. We work with Curators to promote their art displays and exhibitions. With Learning colleagues we help people of all ages to appreciate and enjoy our art collection more.

You do not have to be an art specialist to join Tate's Digital team. We are looking for someone who is passionate about arts and creativity, who cares about audiences and has significant experience of producing film and digital content.

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

Purpose of the Job

Working with a range of content formats including text, audio and film to create, commission and publish high quality digital content which will inspire a wide range of people to visit Tate and engage with its collection.

Main Activities/Responsibilities

- Research, propose and deliver exciting original ideas for digital content about our exhibitions and permanent collection
- Ensure that digital content aligns with the Digital department's objectives and Tate's wider business needs, including income generation
- Collaborate with colleagues across the organisation (e.g. Marketing, Learning, Curatorial) to make sure that content works with wider campaigns and initiatives
- Ensure each piece of content has a clear distribution plan, including across Tate's website, in the gallery, through social media and other third party platforms
- Collaborate with the Digital Content Manager to ensure that content is published and promoted in a fully integrated way that puts the audience first
- Build production teams to deliver content, working with both external companies and in-house staff, with the ability to brief and manage them fully
- Ensure that our production processes are clear, efficient and well managed. This includes taking responsibility for contracts and license agreements, and the storage of rushes and finished films
- Track all funding for individual productions and make sure they stay within budget
- Maintain high production and editorial standards, and guide colleagues and external suppliers to do the same
- Champion diversity, inclusivity and equality by making sure the content makers we work with and themes we explore reflect the diverse audiences we want to reach
- Use website analytics and conduct user testing and research to find ways of improving audiences' enjoyment of Tate digital content
- Line manage an assistant producer, supporting their development and growth
- Keep up-to-date with the latest developments in online film and digital platforms to spot opportunities for Tate Digital to innovate and grow in this field

Person Specification

Essential

- Substantial experience of making online content, with good film production and writing skills
- Proven track record in leading creative projects, managing teams and budgets
- Excellent interpersonal communication skills, with a track record of working collaboratively with a wide range of stakeholders
- Well organised, able to work calmly under pressure and meet tight deadlines
- Able to think strategically, seeing the big picture while focusing on goals
- Experience of working creatively with external organisations and partners
- Good understanding of web technologies and how people use them
- Experience using analytics to make informed decisions driven by data
- Experience in using web content management systems, e.g. WordPress, Drupal etc.
- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect.
- An interest in and commitment to the work of Tate

Summary of Terms and Conditions of Employment

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 on Band 3L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £31,742 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 and Public Holidays

Annual leave is 25 working days per annum rising to 27 working days per annum after three years' service. In addition, we offer paid time off for the 8 public holidays and 1 Tate day (on 24 December when the galleries are closed).

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 currently offer a choice of two types of pension:

- **Alpha.** This is a defined benefit occupational pension scheme that currently has a member contribution rate which ranges from 4.6%-8.05% dependent on your salary. As your employer we meet the rest of the cost of the scheme. Further information about this can be found at www.civilservicepensionscheme.org.uk
- **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 or other Public Service pension schemes 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.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Subsidised staff catering arrangements and 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.

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.

Diversity and Inclusion

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](#).

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 **19 May 2019 by midnight**. Interviews will be held **W/C 27 May 2019**.

Our jobs are like our galleries, open to all.

