



Post: Schools and Teachers Digital Content Manager
Band: 3L
Department: Tate Digital
Contract: Fixed term
Hours: 3 days a week
Reporting to: Digital Projects Lead and Convenor, Schools and Teachers
Location: Bankside or Millbank, London

About Tate

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.

About Tate Learning

Tate Learning (London) aims to inspire new ways of learning with art, and specifically with Tate's collection for all our audiences. Working with artists and partners, we develop and produce a programme of activities, resources and events at Tate Modern and Tate Britain designed to cultivate enjoyment while reflecting the diversity of artistic and cultural practices, and the communities we serve.

About the Schools & Teachers Programme

The Schools and Teachers team work with artists, young people and teachers to create inclusive and multi-voiced projects, resources, teachers' events and courses for all those in formal education. Championing access to an arts rich curriculum, we encourage young people and teachers to learn about themselves and others through being with art. We support all young people to see themselves reflected in all that they encounter at Tate.

About Tate Digital

Responsible for designing and delivering Tate's digital experiences, the Digital department places audiences at the centre of experiences which span online, gallery and commerce. The team is

highly collaborative, working across the organisation to develop and deliver products and projects designed to make Tate's collection accessible for all.

Purpose of the Job

Tate wants to ensure the digital content we produce for schools, teachers, and learners is both useful and easily accessible. In order to achieve this, we need to understand what teachers want from Tate's website.

Reporting

As the outcomes of the Content Manager's work are digital-first, the position sits within Tate's Digital team. However, the Content Manager should expect to work closely with the Schools & Teachers team, and young people, teachers, educators and artists.

Main Activities/ Responsibilities

- Oversee and manage the presentation of digital content for schools and teachers on www.tate.org.uk which currently includes a programme of events at Tate Britain and Tate Modern, online resources across text, film, audio and interactives
- Conduct user research with teachers (via focus groups, user testing, workshops and analytics evaluation) to better understand their needs when engaging with digital content to support teaching and learning. Present findings to key stakeholders
- Gather, organise, analyse and prioritise user research, translating and presenting findings to key internal and external stakeholders.
- Develop these findings, in collaboration with these stakeholders into requirements, objectives and actionable tasks.
- Review existing user-journeys for schools and teachers content published on www.tate.org.uk, and work with the Digital team to improve the current user experience offered
- Work with Schools and Teachers Team and other stakeholders to co-commission and produce new digital content for schools and teachers
- Coordinate and produce a series of e-bulletins for teachers
- Take active steps to foster good working relationships with all relevant stakeholders
- Work with the Schools Relations Coordinator to maintain a database of schools and teachers
- Coordinate the @TateTeachers Twitter account
- Budget management and financial administration

Person Specification

Essential

- Excellent communication skills and experience in stakeholder management, where there are multiple stakeholders
- Knowledge of co-commissioning and/or producing multi-format digital content that supports digital learning experiences for a broad range of learners
- Ability to respond to research findings and transfer ideas and theory into innovative practice
- Demonstrable experience of creating digital content that is developed with users
- Experience of safeguarding procedures when working with children and vulnerable groups
- Proven experience of using content management systems
- Clear writing skills / managing web requests and publishing
- Working knowledge of Google Analytics
- Understanding of the principles of equality and diversity and promote these in practice at work
- Excellent organisational skills including demonstrable ability to plan and deliver projects to time and to budget
- Good understanding of usability and accessibility issues for websites and other digital products, including the W3C accessibility standards and website best practice
- Experience of managing budgets
- 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 part-time fixed-term contract of 2 years.

Working Hours

Normal working hours for this post are 21.6 hours (3 days) per week.

Salary

An appointment to this post will be made at the minimum of the band. Accordingly, the starting salary for this post will be £19,864 per annum (ie pro rata to £33,106 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 15 working days per annum (ie pro rata to the full-time entitlement of 25 working days per annum).

In addition, we offer paid time off for the 8 paid public holidays and 1 Tate day (on 24 December when the galleries are closed) on a pro rata basis according to the number of hours worked per week, and the duration of the contract.

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 in to your account.

The closing date for the submission of completed application forms is **Sunday 22 March 2020 by midnight.**

Our jobs are like our galleries, open to all.

