



**Post:** Assistant Producer: Tate Collective  
**Reference:** TG2422  
**Band:** 4L  
**Department:** Digital  
**Contract:** Permanent  
**Hours:** Full-time  
**Reporting to:** Digital Content Producer  
**Location:** Millbank, London

## Background

Tate aims to be an artistically adventurous and culturally inclusive global art museum. We do 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 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 developing the Tate website and online content, delivering digital experiences in our galleries, growing sales through our ecommerce platform, and ensuring Tate continues to be a leading digital presence within the cultural sector.

The Digital Content Team produces a broad range of content types, 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.

The Assistant Producer: Tate Collective is based in the Digital Content Team. They will assist with the production of digital content aimed at younger audiences (aged 15-25). They will also work closely with two other teams who focus on younger audiences: Membership and Learning. Membership are responsible for Tate Collective a free scheme that offers special discounts, events, content and opportunities to 16-25 year olds ([www.tate.org.uk/tate-collective](http://www.tate.org.uk/tate-collective)). Learning have dedicated Young People's Programme teams in London, Liverpool and St Ives who work on our programme for young audiences. These are often led by our Tate Collective Producers. The Tate Collective Producers are a group of local young people from youth and educational organisations. They plan and develop events and projects as part of the Tate Collective scheme.

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 and who cares about audiences.

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

## **Purpose of the Job**

To assist the Digital Content Producers in creating innovative digital content including text, film, audio and interactives across Tate's website and social media channels aimed to inspire young audiences to engage with Tate. To work collaboratively with colleagues in Digital, Marketing, Membership and Learning to grow Tate Collective.

## **Main Activities/Responsibilities**

- Assist the Digital Content Producers in creating high quality digital content (such as text, video, audio or other interactive formats) aimed at engaging young audiences with Tate's collection, exhibitions and events. This includes suggesting ideas, researching topics and partnerships, writing, helping on film shoots, and publishing onto the web.
- Work in collaboration with Membership and Digital Marketing teams to plan, schedule and create content for Tate Collective's social media channels
- Work collaboratively with colleagues in Digital, Marketing, Membership and Learning to grow Tate Collective
- Assist the Digital Content Producers and Digital Content Manager in managing and maintaining existing digital content for young people. Make sure it is up-to-date, reflects Tate's current priorities, and appeals to our target audiences.
- Proactively carry out regular updates to existing website content for young people using Tate's content management system (Drupal 7); fact checking, updating information and making sure it is accurate.
- Help the Digital Content Manager and Digital Content Producers to make sure content created from other parts of the organisation is clearly written, of high quality and meets our editorial standards.
- Assist the Tate Collective Marketing Manager in ongoing development or updating of Tate Collective tone of voice guidelines.
- Monitor and respond to enquiries via the Tate Collective web inbox, social media DMs and comments
- Make sure that content joins up in ways that helps users to use the website with ease.
- Be an advocate for young audiences, attending cross-department strategic meetings where appropriate
- Research and recommend subjects or themes Tate should include in its digital content for young people.
- Keep up to date with how organisations, brands and young people use digital and social media, and how that might affect what content we create and how we share it.

## **Person Specification**

### **Essential**

- Experience of devising and producing digital content (text, film, audio, interactives) which is accessible and engages young audiences
- Experience of managing and growing social media channels (Instagram, Facebook, Snapchat, Twitter)
- Good written and spoken communication skills

- A team player – keen to work closely with colleagues in different departments and at different levels
- Experience in using web content management systems such as Wordpress, Drupal etc
- Well organised with the ability to adapt to various tasks and shifting priorities
- Ability to work calmly under pressure and meet tight deadlines
- A good understanding of how young people use websites and social media, including people with disabilities or access needs
- An awareness of digital safeguarding best practice
- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect.
- An interest in the arts
- 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 4L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £25,774 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](http://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
- Tate operates a Policy for the protection of children and vulnerable adults. Successful applicants will be subject to a satisfactory Enhanced Disclosure and Barring Service check against the barred list for children. For further information please refer to [www.gov.uk/disclosure-barring-service-check/contact-disclosure-and-barring-service](http://www.gov.uk/disclosure-barring-service-check/contact-disclosure-and-barring-service)
- 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/](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 into your account.

The closing date for the submission of completed application forms is **21 August 2019 by midnight**.

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

