



Job description

Job title	Programme Coordinator
Department	Learning
Contract	Fixed Term (12 months)
Salary	£18,509 per annum (FTE of £30,848)
Hours	Part-time, 21.8 hours per week
Location	Tate Britain, Millbank and Tate Modern, Bankside
Reporting to	Head of Planning and Operations, Learning

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 the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

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

About the role

You'll be responsible for co-ordinating Learning programme information, as part of the Central Learning team. You will work closely with colleagues across Learning and other areas of Tate to ensure information and data about Learning's programme is up to date, visible and clearly communicated to various stakeholders.

About your team

Learning is a department of 40 colleagues who create opportunities for people of all backgrounds and ages to engage with art in a range of ways, to be inspired, to play, build knowledge, ideas, and skills. We do this through a wide array of creative learning events, resources, and collaborative projects in gallery at Tate Modern, Tate Britain, and online. Teams within Learning include Early Years & Families, Schools & Teachers, Young People's Programmes, Public Programmes, and Partnership & Community who work together to develop a year-round programme of events and activities for audiences, working in close collaboration with colleagues at Tate including Curatorial, Visitor Experience, and Digital teams.

We believe that everyone has the right to experience and engage with art. We work to represent the diversity of the communities we are part of in all that we create, and to embed practices of equity, inclusion, and care in everything we do.

This role sits in the Central team in Learning. Working closely with all Learning teams, the Central team is responsible for managing the operational, production and admin systems that support the whole department to plan and deliver, report and communicate work effectively within Learning, across Tate and with our key partners. We also oversee Learning's Communities and Partnerships work, including our new strand of Communities work at Tate Britain.

What you will gain

We want everyone at Tate to have the opportunity to develop and thrive, and motivated, skilled people are key to our continued success. In this team, you will be encouraged to contribute your ideas and learn new skills and knowledge working alongside colleagues with a range of roles and specialisms. This role is focussed on co-ordinating programme information rather than event delivery but will have opportunity to attend events as part of working in Learning.

What you will do (Main Duties and Responsibilities)

Learning Programme Planner

- Ensure the Learning Programme Planner and connected documents are kept up to date with key information and data to support regular and accurate communication and reporting
- Work closely with members of Learning teams to ensure that programme information and data is updated regularly and on time
- Manage the updating of Learning programme information in cross-departmental planners including TM Expanded and Tate-wide POEM
- Manage the Learning Programme SharePoint pages, ensuring up to date files are available and well organised

- Support Learning Programme Manager and Learning Heads to generate presentation materials which share Learning programme information in different ways

Support Learning Programme Manager

- Support Learning Programme Manager with diary set up, notes and actions of key Learning Programme Planning meetings
- Coordinate Learning colleague attendance at cross-departmental exhibition meetings.
- Work with Visitor Comms colleagues to compile Learning programme copy and images and create QR codes to support in-gallery signage and communication

Data and reporting

- Support Head of Planning & Operations with collating and reporting Learning key attendance data for annual reporting processes
- Work closely with colleagues across Learning to ensure data reporting processes are being used effectively, troubleshooting questions as they arise
- Work with Audience Insights colleagues to share Learning data effectively as part of Tate wide data capturing
- Coordinate all requests for Learning funder reporting requirements, working with colleagues in Development to manage shared reporting spreadsheet
- Draft programme reports for some Learning funders
- Maintain bank of programme information, data and images to support Learning programme reporting and comms (on Tate intranet and website)

What you will bring to the team

- Excellent numerical and information management skills with proven attention to detail
- Proven experience of using Excel to an advanced standard and working with databases
- Proven experience of setting up or managing processes that improve effective working practices in a team or group
- Strong interpersonal skills, an ability to build effective working relationships with a range of colleagues and stakeholders in a positive manner.
- Experience of generating information and data visuals, slides, diagrams to support clear visual communication for different stakeholders
- Effective communication skills, including the ability to communicate clearly and promptly via email
- A proactive, flexible approach and an ability to use initiative and work independently as well as work as part of a team, contributing positively to team goals.
- Excellent organisational skills, with the ability to prioritise and multi-task to meet deadlines and remain calm under pressure.
- Able to champion principles of diversity and inclusion, and the ability to apply and promote these in everything you do at work.
- An interest in and commitment to the work of Tate

The requirements listed here are guidelines, not hard and fast rules. You don't have to satisfy every requirement and we welcome candidates who bring transferable skills. Applying gives you the opportunity to be considered.

Tate for all

Diversity and Inclusion

Our jobs are like our galleries, open to all.

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](#).

Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

Benefits

- Birthdays off each year
- XX days leave per year, rising to XX (pro rata for part time colleagues)
- A pension scheme with generous employer contributions
- Life Assurance and Income Protection for DC scheme members
- 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

- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

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.

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 12 August 2024 by midnight. Interviews will be held on week commencing 26 August 2024.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.

