



Post: Content Editor
Reference: TG2155
Band: 3R
Department: Media and Audiences
Contract: Permanent
Hours: Full-time, 5 days (36 hours) per week
Reporting to: Head of Media and Audiences
Location: Albert Dock, Liverpool

Background

Tate aims to be the most artistically adventurous and culturally inclusive global art museum. We deliver this aim 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.

Celebrating its 30th birthday in 2018, Tate Liverpool is one of the largest galleries of modern and contemporary art outside of London, welcoming 650,000 visitors each year.

Based in the Audiences team and working collaboratively across departments, this role is central in shaping the way we communicate with our audiences about our programme and the art we show.

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

Purpose of the Job

To deliver editorial content, including in-gallery interpretation and public-facing information, relating to Tate Liverpool's programme and supporting our ambition for a larger and more diverse audience. Content is developed for a range of formats including text, images, audio film, tours and talks.

Main Activities/Responsibilities

- Within existing Tate strategies and frameworks devise a content plan for Tate Liverpool's programmes.
- Working to Tate style guidelines co-author, commission, edit and proof-read the content for all gallery-based interpretation materials, such as exhibition labels, captions, wall texts and leaflets, as well as multimedia content (eg audio guides and digital projects) in collaboration with the Programme Group and, where appropriate, individuals outside Tate.
- Devise and manage schedules for the timely delivery of interpretation co-ordinating the work of colleagues in Exhibitions and Displays, Learning and Audience departments.
- Project manage the writing and editing of printed and digital copy for audience focused marketing and communication purposes (eg What's On? leaflet, website) in collaboration with the Audiences, Learning and Exhibitions and Displays departments.

- Work with the Visitor Experience team to ensure excellent live interpretation and information within the building. Contribute to our understanding of visitor needs and responses to ensure the effectiveness of interpretation materials.
- Working with Tate Liverpool's Audiences and Learning departments and London-based Tate Digital department to implement digital interpretation and learning strategies that support widening participation.
- Develop a network of relationships across Tate, the sector and the city to support the delivery of exciting, original ideas for content that engages and inspires our audiences. Work closely with the London-based Convenor: Interpretation, Interpretation Curators and Curator: Digital Learning to contribute to new initiatives and best practice in interpretative materials across Tate.
- Contribute to research and public programme planning and delivery.

Person Specification

Essential

- Educated to degree (or equivalent) level or able to demonstrate equivalent knowledge and thinking ability gained through experience.
- Excellent written communication skills with a good command of English language and grammar and the ability to convey information clearly and concisely, in a way that is accessible to a diverse range of people.
- Substantial experience of writing, copy-editing and proof reading in a range of media and the ability to convey complex information clearly and concisely.
- Good understanding of web technologies and how people use them.
- Experience of using a website content management system (preferably Drupal)
- Well organised with good project management skills and the ability to work calmly under pressure, deliver to deadlines and manage competing priorities.
- Good negotiating skills and able to think strategically.
- Knowledge and proven experience of modern and contemporary art and culture along with a good understanding of the debates around the educational role of museums.
- Knowledge of innovative approaches to interpretation across the gallery and museums sector, including the role of web-based technologies.
- Experience of using a website content management system (preferably Drupal)
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect.
- Able to work to a budget
- An interest in and commitment to the work of Tate.

Desirable

- Experience of managing and commissioning work from casuals and freelancers.
- Knowledge of a second language.

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 3R of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £28,742 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 **Sunday, 2 December 2018 by midnight**. Interviews will be held on **Thursday, 13 December 2018**.

Our jobs are like our galleries, open to all.

