



Job description

Job title	Research Programme Manager
Department	Research and Interpretation
Contract	Permanent
Salary	£38,394 per annum
Hours	Full time
Location	Millbank, London
Reporting to	Research Convenor: Programmes and Publications
Responsible for	Administrator, Research and Interpretation

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

To support the efficient and effective operation of the Research Department and its programme, with particular responsibility for managing the Collaborative Doctoral Programme (CDP) across Tate.

To support the future scope of the broader research programme, including the development of fellowships, networks and projects.

About your team

The Research team at Tate works as part of the Research and Interpretation Division to create a vibrant research culture within the museum. We collaborate with internal and external researchers – including artists, academic researchers, curators, collection care specialists and conservators – to generate new knowledge about art and ideas. We seek to foster a creative, critical, and supportive environment within the organisation, and to share our research with audiences beyond Tate through publications and events.

For more information about Tate Research see <https://www.tate.org.uk/research>

What you will gain

Motivated, and skilled people are key to our continued success, and we want everyone at Tate to have the opportunity to develop and thrive. In this team, you will be encouraged to contribute your ideas, realise your potential, and learn new skills and knowledge. Working closely with students, supervisors and researchers, you will create strong relationships both within and outside the museum.

What you will do (Main Duties and Responsibilities)

- Lead and manage the Collaborative Doctoral Programme (CDP) at Tate. You will be the main point of contact for staff supervisors and students to support their personal, social (wellbeing) and academic needs.
- Represent Tate at CDP consortium meetings and build best practice with consortium partners
- Manage designated governance boards and processes, including the Expression of Interest Panel and the Tate Doctoral Training Board
- Work with the Research Grants Manager to manage and advocate for CDP funding; report on the CDP scheme externally as required
- Review and update processes for CDP students regarding agreements, institutional and student obligations, updates and staff responsibilities to students' personal, social (wellbeing) and academic needs
- Work with the Research Convenor to coordinate the effective running of the Research Department
- Line manage the Research and Interpretation Administrator

- Coordinate internal research sharing channels, including staff webpages and research seminar series
- Attend weekly Senior Management Team meetings and contribute to the maintenance and development of Research Governance at Tate

What you will bring to the team

- Demonstrable experience in setting up, implementing and managing the structures and processes required for a complex research programme
- Demonstrable working knowledge of academic partners, alongside up-to-date understanding of institutions and current practices within the Higher Education Institutional (HEI) sector
- Experience of creating an inclusive and respectful culture and applying the principles of diversity and inclusion in building and maintaining relationships.
- Understanding of research processes and cultures, including the ethical and reputational considerations needed to manage a high-profile research programme
- Excellent organisational skills and experience in working autonomously within a complex and busy organisation
- A commitment to developing care-centred approaches to supporting students, researchers and partners
- Experience in budget monitoring and management through an annual budget cycle, with excellent attention to detail and accuracy
- Proven experience in office administration or programme co-ordination
- Strong interpersonal skills, including negotiation and presentation skills, and the ability to achieve consensus between organisations and individuals
- 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
- 25 days leave per year, rising to 27 (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 3years 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 5 January 2025 by midnight. Interviews will be held on 20 January 2025.

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.

