



Post: Production Assistant (Tate Exchange)
Reference: TG1948
Band: 5L
Department: Learning
Contract: Permanent
Hours: 21.6 hours (3 days) per week
Reporting to: Tate Exchange Production Manager
Location: Bankside, London

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.

This vision is central to the Learning (London) department which aims to inspire new ways of learning with art, and specifically with Tate's collection for all our audiences. We do this by working with artists and partners to develop and produce a programme of activities, resources and events at Tate Modern and Tate Britain that have enjoyment at their heart and reflect the diversity of artistic and cultural practices, and the communities we serve. We aim to offer the highest quality programme developed by a dedicated team that has a profound understanding of both art and how to design and implement programmes that maximise learning experiences for all our visitors.

Tate Exchange is an open experiment which seeks to explore the role of art in society. It includes international artists, contributors from different fields, the public, and over 60 Associates, who work within and beyond the arts on creating an annual themed programme of participatory artworks, workshops, activities and debates that draw directly on the different ways that art has become active over the last 60 years.

Over this time, artists have changed our understanding of what art can be and what it can do. Artists have involved the public more directly in responding and contributing to their practice and even in making work itself. Many have developed practices and processes that draw on everyday life, sometimes seeking to transform it. Similar practices and processes may also be found in other forms of social engagement and within community and educational settings.

In Tate Exchange we invite the public and associated organisations to get involved with the ways that artists work. We create a platform for people to take part in, and contribute to, experiences and ideas that makes art relevant to our lives today.

We are a team of production Manager and Production Assistants. This role works within the larger Tate Exchange team and also with team members across Learning, with Tate Exchange Associates and with artists involved with the programme.

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

Purpose of the Job

To provide day-to-day logistical and operational support to the Tate Exchange spaces and programme.

Main Activities/Responsibilities

- Assist on all install/de-install days, including meeting artists and Associates and supporting all logistical aspects of these.
- Set up the Tate Exchange space according to the requirements of the day including furniture, display and audio visual (AV) equipment.
- Support the operational running of the programme, e.g. ensuring building access for Associates and artists.
- Undertake Floor Manager duties including acting as the central point for all practical queries and issues when on the floor, ensuring the floor is set up, staff are present and have everything they need to undertake their duties.
- Be responsible for the safety and security of artists, equipment and staff during set ups and public opening.
- Ensure the space has been cleaned and is safe prior to and during public opening, escalating unresolvable issues to relevant Tate departments as required.
- Deliver standard safety briefing and information to new arrivals from pre-prepared handouts.
- Operate AV equipment on the Tate Exchange floor, installation of screens and projectors, power runs, formatting file presentations and media for screening along with cleaning data on a regular basis.
- Manual handling of goods delivered to and being collected from the site, using responsible judgement in duties requiring the use of transport equipment, including hand trucks, moving carts and lifts.
- Arrange and provide cover for breaks for Welcome Team.
- Undertake projects, such as recycling of project materials and maintaining storage areas.
- Carry out routine front of house, floor manager and general production tasks e.g. putting out comments cards, maintaining the production cupboard, general presentation of the floor, and maintenance of the Tate Exchange IT equipment (MacBooks, iPads etc).
- Ensure emergency incidents are escalated to Security or the Duty Manager via radio.
- Be a Tate Exchange evacuation marshal.

Person Specification

Essential

- Highly organised with the ability to support logistics for small to large-scale events.
- Strong interpersonal skills with an ability to foster good internal and external working relationships with a range of colleagues and stakeholders.
- Experience of working well within and supervising a team with a flexible, open and collaborative approach.
- Experience and / or training in Health and Safety especially in the area of public events delivery.
- Ability to work under pressure using own initiative to identify problems and find solutions.
- Basic IT skills and knowledge, e.g. the ability to use e-mail and electronic diaries.

- A commitment to, and understanding of, the principles of diversity and how to apply them to everything you do at work.
- A good understanding of operating Mac hardware and software, organising and formatting media files for playout and general maintenance of data on MacBook and iPad.
- Experience of working in an events environment either within the media, arts or events industry.
- An interest and a commitment to the work of Tate.

Desirable

- An interest in gaining further experience of AV events in an arts organization setting.

Candidates should be aware that this is a physically demanding role and will involve moving and handling objects. Manual handling training will be given.

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a part-time permanent contract.

Working Hours

Normal working hours for this post are 21.6 hours (3 days) per week. Shifts are Monday to Sunday, assigned in advance via a rota system. Shifts are usually between 10.00am and 6.30pm but occasional evening work will be required.

Salary

This post is graded on Band 5L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band. Accordingly, the starting salary for this post will be £13,141 per annum (i.e. pro rata to the full-time equivalent of £21,902 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) rising to 16 working days per annum (ie pro rata to the full-time entitlement of 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) on a pro rata basis according to the number of hours worked per week.

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.
- Childcare Vouchers Scheme – offering savings on tax and national insurance.
- 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 **Thursday, 19 April 2018 by 17.00.**

Our jobs are like our galleries, open to all.

