

# JOB DESCRIPTION

**Post:** Print Production Co-ordinator

**Department:** Tate Enterprises

**Reporting to:** Print Production Manager

**The Company:** ***Tate Enterprises** is a wholly owned subsidiary of Tate. Work at Tate Enterprises ranges from publishing, retail and merchandising roles to operations, finance and licensing.*

*Tate Enterprises shares Tate's mission to promote public knowledge, understanding and enjoyment of British, modern and contemporary art. Its role is to maximise profits and extend the value of the Tate brand, to support Tate's work and collection.*

*The merchandise department is responsible for producing the print and product sold through Tate's retail, online and wholesale channels.*



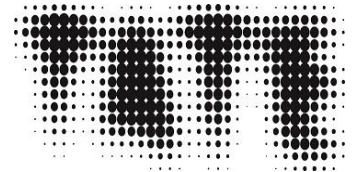
## **The Disability Confident Scheme**

Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Symbol.

**Purpose of the job:** Reporting to the Print Production Manager this role provides support for the development and production of printed merchandise including postcards, posters, prints, stationery and dated products.

## **Main duties and responsibilities:**

- Liaising with printers to secure competitive quotations for a variety of print jobs and preparing job costings taking into account additional costs
- Creating exhibition ranges in consultation with Print Production Manager, Retail and Gallery departments and delivering them to the agreed schedules
- Overseeing and driving the expansion of the custom print range and related activities including: selecting images, obtaining permission and hi res, colour proofing and maintaining spreadsheet and related royalty payments



- Seeking permissions for new print projects as directed by the Print Production Manager and Merchandise Director
- Managing the procurement of digital files and other material to supply to printers / reproduction houses by liaising with editors, curators, picture researchers, Tate Publishing Production department and Tate Images to gather the most up to date information
- Creating and checking layouts, including caption information, in InDesign for various print projects: postcards, prints, diaries, calendar etc.
- Liaising with external repro houses to order and correct colour proofs
- Approving printer proofs and correcting colour and captions where needed
- Overseeing postcard reprints on core lines
- Maintaining records of permissions received and declined
- Working closely with the Assistant Merchandiser and Merchandise Manager to agree order levels to meet print sales targets
- Analysing and responding to reports to monitor range sizes and discontinue stock in agreement with Merchandiser
- Checking and passing invoices relating to print inventory

## **Person Specifications**

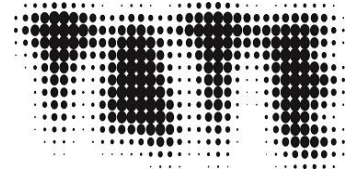
### **Essential:**

- Previous experience of print production processes
- Proficient Mac user, familiar with design packages including InDesign and Photoshop
- Proficient IT Skills in Microsoft Office Suite, Word, Excel, Outlook
- Attention to detail and precision
- Strong organisational skills and able to work to multiple deadlines
- Excellent written and verbal communications skills
- Excellent problem-solving skills
- An interest in art



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## Competencies:

- Passion for what we do, with an interest in art and the aims of Tate
- Balances a varied workload and shifting priorities to deliver results on time
- Plans and prepares effectively to ensure delivery of the agreed results
- Develops effective working relationships with other teams in Tate Enterprises
- Communicates clearly, keeping others informed appropriately
- Adheres to Tate's Dignity and Respect policy in all their activities
- Develops better and more efficient ways of doing things
- Is solution-focused and open to new ideas
- Evaluates their own development



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