



Job description

Job title	Learning Programme Manager (Seasons)
Department	Learning
Contract	Permanent
Salary	£37,567 per annum
Hours	Full time, 36 hours per week including evenings and weekends
Location	Tate Britain, Millbank and Tate Modern, Bankside
Reporting to	Head of Programmes & Partnerships
Responsible for	Programme Assistants

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 [Collection displays](#). 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

The Learning Programme Manager (Seasons) will work closely with Head of Programmes & Partnerships and across Learning teams to lead and project manage the successful delivery of Learning Seasons; a series of thematically linked public programme and creative learning activities.

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 at Tate Britain, Tate Modern and online.

We do this through a wide range of creative learning programme; events, artist-led resources, and in-gallery spaces. We define creative learning as: using artistic processes, materials, imagination and curiosity to develop new skills, knowledge, perspectives, insights - which include creative, wellbeing, cultural or personal growth - in an open and limitless way.

Teams within Learning include Early Years & Families, Schools & Teachers, Young People's Programmes, Public Programmes, and Community & Partnerships, who work together to develop a year-round programme of events and activities for audiences. We work in close collaboration with colleagues across Tate including Curatorial, Visitor Experience, and Digital teams, and with a broad range of artists, creative practitioners and partner organisations.

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 as part of the Programme and Operations team. The team supports the strategic planning, management and communication of all Learning's public facing programme and activities, and the operational and administrative systems that support Learning colleagues to work together, across Tate and with our partners to realise ideas, produce activity and share our work.

This role requires working on site at Tate Modern and Tate Britain and some evening and weekend hours that are managed within the team as Time off in Lieu.

What you will gain

In this role you will be encouraged to contribute your ideas within your team and as part of a busy and progressive Learning department. You will work alongside colleagues across Learning and Tate with a range of roles and specialisms and learn new skills and knowledge as part of an inquisitive and collaborative team.

What you will do (Main Activities/Responsibilities)

- Project manage the effective delivery of Learning Seasonal programme, including building project timelines and establishing clear roles with project teams
- Lead the planning and management of Season Working Group meetings, ensuring timely planning and communication with Learning colleagues, and across Tate departments
- Oversee and plan the event production of Season programme, working closely with team leads / Curators to build production timelines and identify any key resource needs, including Programme Assistant support
- Oversee and collate all event production and due diligence documents, including Events Memo, Safeguarding and Readiness, and Risk Assessments, ensuring they meet Tate Events guidance and deadlines
- Work closely with key colleagues at Tate, notably Visitor Experience, Diary booking, AV and Audiences/Marketing, coordinating all Learning Season programme needs and meeting deadlines for information and planning
- Work closely with Learning Programme Manager (Comms & Data) to collate and manage key programme event copy and texts and meet internal Marketing comms deadlines
- Manage the debrief of each Season, coordinating individual event wrap ups, working with Learning Programme Manager (Comms & Data) to align all data reporting
- Proactively build working relationships with key contacts, including Programme Managers, across Tate departments to support better communication and aligned event processes
- Line manage Programme Assistant(s) and support their development in role
- Work with Senior Learning Curator, Young Peoples Programmes to plan and manage staffing needs for Learning Seasons alongside Tate Collective Producer programme

Event Production

- Lead end to end event production for 1 large scale event per year, working with Learning Curator/ project team.

General

- Work with Head of Planning & Operations to ensure all documentation and production processes are aligned in Learning and with Tate Events guidance
- Contribute to progressing Programme and Operations team strategic plans and projects as part of the Learning 5 Year Plan

What you will bring to the team

- Strong project management skills and experience of setting up project teams, scheduling, managing deadlines and coordinating work across multiple stakeholders
- Extensive experience of managing delivery of a programme of public arts and cultural events, across a range of formats, scales, and budgets
- Demonstrable experience of event production at scale and the processes involved in staging cultural events, including safeguarding procedures
- A collaborative and adaptive approach to teamwork with the ability to confidently take a leadership role in a team or project

- Proven experience of setting up and managing operational systems and processes that improve effective working practices in a large team or group
- Strong interpersonal and influencing skills, proven ability to negotiate and work collaboratively across a complex organisation to deliver results
- Excellent verbal and written communication skills and ability to communicate sensitively and effectively at all levels, and across a diverse range of people
- Excellent organisation, planning and administrative skills, with the ability to prioritise and manage competing demands to meet deadlines.
- Awareness of principles of gallery engagement or creative learning and understanding of approaches to support audience engagement
- A commitment to, and understanding of, the principles of equity, diversity and inclusion and how to apply them to events production and everything you do at work.
- Ability to line manage and develop other team members effectively
- An interest and a commitment to the work of Tate

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 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 9 May 2024 by midnight. Interviews will be held on 22 & 23 May 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.

