



Job description

Job title	Programme Assistant, Early Years and Families
Department	Learning
Contract	Fixed term (until August 2029)
Salary	£27,251 per annum
Hours	Full time, 36 hours per week
Location	Bankside and Millbank
Reporting to	Curator, Early Years and Families

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

Are you an experienced administrator with excellent attention to detail, who enjoys working collaboratively in busy environments?

As the Programme Assistant in the Early Years' and Families team, you'll work across Tate Modern and Tate Britain to support a range of events and activities for and with families including Uniqlo Tate Play, Play Studio and Story Space.

This full time, permanent position will involve financial and administrative support, events and logistical support, as well as supporting our Visitor Experience team on the ground to deliver our programmes efficiently.

Please note, this role involves regular weekend work, especially during school holidays.

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 and Families, Schools and Teachers, Young Peoples Programmes, Public Programmes and Community and 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.

Tate Early Years and Families Team

This role sits within the Early Years and Families team which is made up of 2 assistant Curators, 2 Curators and a Senior Learning Curator working across Tate Modern and Tate Britain. Half of the team work part-time, and we have a flexible approach to working.

Our broad definition of 'family' is any visiting group where at least one person is younger than 16 and one is older. The families who visit Tate Modern and Tate Britain are at the heart of what we do. We also programme with and for the early years' sector and local communities of all ages, often working in partnership with artists and other creatives to develop our offer. Consisting of regular, weekly studio 'making' opportunities, large-scale school holiday festivals and heightened activity, as well as self-led activities, our programmes attract more than 200,000 participants each year. We work closely with our Curatorial and Audiences teams to make this exciting and varied programme happen.

Through our programme we encourage families to use their agency in creative, playful and joyful ways that are visible to other audiences and use the galleries as sites for intergenerational learning. We aim to be representative and inclusive of all backgrounds and promote intergenerational, collaborative, and relational experiences for families.

Our key public programme at Tate Modern is [Uniqlo Tate Play](#), with our Tate Britain Programme consisting of [Story Space](#) and [Play Studio](#) as well as other pop - up spaces throughout the year, as well as paper based resources and other Early Years' and community strands in development.

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.

What you will do (Main Duties and Responsibilities)

- Complete finance tasks, including raising Purchase Orders, processing transactions on Unit 4 software, setting up contributors on our finance system, and processing IR35 documents, while maintaining the team commitment log effectively.
- Provide logistical support to the EYF and Visitor Experience teams for events and activities, including drafting event memos, liaising with logistics teams and the set-up/ pack down of spaces and events.
- Order, manage and monitor materials and resources, including effective storage, stock-taking and archiving
- Collate data and evaluation forms from visitors and Visitor Engagement Assistant staff, including audience figures and quotes.
- Carry out other administrative tasks including minute-taking at meetings and ensuring relevant programme planners are up to date.
- Occasionally support / facilitate families to engage with our programme in the gallery during school holiday periods, working alongside Visitor Engagement Assistants, to model a welcoming, friendly, and creative approach with children and families.
- Be responsible for programme communications with internal and external stakeholders, including responding to queries from early years' groups.

What you will bring to the team

- Experience of assisting with the delivery of arts or cultural engagement programmes which engage diverse intergenerational groups that include children.

- Excellent administration skills, computer literacy – confident in using Windows based applications, Excel, Word, databases, internet and email applications.
- Excellent numerical skills with close attention to detail when data inputting and undertaking financial administration.
- The ability to communicate clearly and confidently with a broad range colleagues and external organisations in writing and in person.
- Able to work under pressure in a busy environment, to anticipate issues and have a flexible approach to work planning.
- Experience of working well within a team.
- Understanding of safeguarding practices necessary when working with children and intergenerational groups.
- Ability to self-organise and stay motivated whilst undertaking repetitive tasks.
- An understanding of the principles of diversity and inclusion and the ability to apply these in practice in your work
- 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
- 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 14 June 2024 by midnight. Interviews will be held on week commencing 1 July 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.

