



Post:	Artworker
Reference:	TG2103
Band:	5L
Department:	Tate Design Studio
Contract:	Permanent
Hours:	Full-time
Reporting to:	Head of Design and Production
Location:	Millbank, 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.

The Tate Design Studio is part of the Tate Audiences and Development Division. The division is comprised of Press, Marketing, Tate Design Studio, and Development, all based centrally in offices at Millbank.

The Design Studio manages the design, print production and digital production for all four Tate galleries as well as some design and print production for Tate's subsidiary companies (Tate Catering, Tate Entertaining, Tate Enterprises). The Studio manages design and production for a wide range of projects for multiple Tate departments including Marketing, Development, Learning, Exhibitions and Displays and Visitor Experience.

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

Purpose of the Job

To create artwork and prepare for print / produce visitor-facing material at Tate Britain and Tate Modern, including signage and way-finding, events promotion, information resources and interpretation for exhibitions and displays working to established templates and guidelines; to create from scratch other material as required.

Main Activities/Responsibilities

- Create artwork for a range of materials such as press adverts, flyers, leaflets, booklets and programmes, both creating artwork from scratch and rolling out existing creative designed by other designers in the team across a wide range of formats, working to Tate's brand and style guidelines at all times.
- Produce some signage in-house, including temporary signage and way-finding material, promotional events posters, programmes, interpretative material for exhibitions and displays, large-print guides and templates for information resources for front-of-house gallery staff, using established templates and working to Tate's style and brand guidelines.

- Artwork files so that they are prepared and ready for external printing.
- Work collaboratively with other departments across all four Tate galleries including Visitor Experience, Marketing, Learning, and Development, updating them on jobs as they progress.
- Ensure that production schedules are met by working to tight deadlines and organising and prioritising your workload.
- Liaise with external suppliers, including printers and installers as required.
- Manage and monitor the use of printing consumables for in-house printers.

Person Specification

Essential

- Graphic design qualifications or background with evidence of superb layout skills.
- A keen and precise typographic eye and a passion for typesetting, with experience of working to existing type guidelines.
- Proven experience working with graphic designers to translate their creative in to deliverable assets.
- Excellent knowledge of Adobe's Creative Suite programmes including Indesign, Photoshop and Illustrator as well as knowledge of MS Office.
- Strong organisational and prioritising skills with the ability to work quickly, confidently and accurately to tight deadlines with good attention to detail
- Demonstrable knowledge of print production processes with the ability to check and prepare files for printing with external suppliers.
- Excellent communication skills and confidence to liaise with a wide range of individuals, including colleagues at Tate and external suppliers.
- A supportive and collaborative team working style with the ability to work with a range of colleagues to achieve and deliver results.
- Understanding of the principles of equality and diversity and the ability to apply and promote these in practice at work.
- An interest and commitment to the work of Tate.

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a permanent contract.

Working Hours

This post is offered on a full-time contract working 36 hours per week – Monday to Friday.

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 at £21,902 per annum.

Annual Leave and Public Holidays

Annual leave is 25 working days per annum rising to 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).

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
- 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 **7 October 2018 at Midnight**.

Our jobs are like our galleries, open to all.

