



Job description

Job title	Press and Communications Officer
Department	Communications
Contract	Fixed term until November 2025
Salary	£30,848 per annum
Hours	Full-time, 36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Press & Communications Manager

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

To support the delivery of high-profile, creative, and impactful press campaigns for Tate Britain, Tate Modern and Tate St Ives, generate coverage for exhibitions, organise press events, and ensure the smooth day-to-day running of the press office.

About your team

Tate's Communications department is a busy and dynamic team, responsible for promoting Tate's galleries, collections, activities and partnerships. We work with regional, national and international media, from local newspapers to global media networks. We ensure that a broad and diverse range of visitors come to our galleries and we support Tate's wider commitments to sustainability, community, and social equity.

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)

- Act as Tate's first point of contact for the media, responding quickly and accurately to incoming enquiries and informing colleagues of important issues and requests.
- Support the Communications Managers in the implementation of major press campaigns, including securing coverage and sponsor credits by pitching stories to members of the press.
- Devise and manage press campaigns for some designated projects at Tate Britain, Tate Modern and Tate St Ives, overseen by the Communications Managers.
- Assist with the writing, collating and approval of press materials, managing their distribution and ensuring they are kept up to date.
- Organise and manage press views, conferences, and trips, including booking venues, travel, and accommodation, and organising staffing, AV, and catering.
- Source images and clear copyright ensure accurate credit information is used, and commission new photography when required.
- Attend internal and external meetings, including liaising with other Tate staff, sponsors and journalists to ensure good relations and communication.
- As part of a rota, collate and distribute press cuttings to senior staff on a daily basis alongside regular horizon scanning for wider sector news of note.
- Manage filming requests, including supervising film crews and photographers.
- Maintain the media contacts database and the press section of Tate's website.

What you will bring to the team

- Experience in a press office or wider public relations environment and demonstrable knowledge of, or interest in, journalism and the media.
- Proven ability to work calmly and flexibly, organising and prioritising a busy workload in a high-pressure environment and able to work to tight deadlines.
- Excellent interpersonal and communication skills, including strong writing skills and able to deal confidently with colleagues, artists, media, and wider Tate stakeholders, at all levels.
- Meticulous eye for detail and ability to keep administrative systems organised and up to date.
- Ability to work as part of a team while initiating ideas and taking responsibility for managing the smooth running of the office.
- Understanding of the principles of equality and diversity and the ability to apply and promote these in practice at work.

- The ability to present a professional and positive image of Tate to all audiences.
- An interest in and commitment to the work of Tate.
- Computer literate, with the ability to use software for databases, email, documents and images, as well as accurate typing skills.

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, 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 1 November 2024 by midnight. Interviews will be held in November 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.

