



Post: Studio and Print Production Manager
Reference: TG2015
Band: 3L
Department: Media and Audiences, Creative Studio
Contract: Fixed-Term for one year
Hours: Full-time
Reporting to: Head of Creative
Responsible for: Design and Print Assistant
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 Creative Studio is part of the Communications section of the Audiences and Development division. The division is comprised of Development, Press, Marketing, and Creative Studio, all based centrally in offices at Millbank.

The Creative Studio manages the design, print production and some digital production for all four Tate galleries and subsidiary companies (Tate Catering, Tate Entertaining and some work for Tate Enterprises); managing projects from a wide range of departments such as Development, Learning, Marketing, 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 co-ordinate the design and production of a wide range of printed and digital material, from marketing campaigns to exhibition design, and ensure that all output is produced on time, to budget, to a high standard, and in accordance with Tate's brand guidelines.

Main Activities/Responsibilities

- Work with the Head of Creative to manage the day-to-day smooth running of the Creative Studio.
- Work with the Head of Creative to manage the design and production of all Tate printed material and proactively ensure Tate Creative Studio is the first port of call for all of Tate's graphic design and print needs.

- Manage and maintain the design and print schedules for each job, compiling and maintaining departmental production schedules and prioritising work to ensure all projects are produced to deadline, chasing progress as needed.
- Consult with key internal stakeholders, ensuring that relationships are strong and expectations are well managed.
- Manage and monitor workloads of the team including allocating work to designers based on their ability maintaining oversight of design productivity across the whole team.
- Manage studio resource and recruit freelancers when required
- Ensure that all necessary amends have been made to design layouts, frequently review design work with the Head of Creative / Senior Designer and circulate PDFs to clients for review.
- Ensure all work is completed within Tate brand guidelines.
- Follow Tate purchasing procedures to obtain best value for money: cost up jobs with external suppliers, generate purchase orders, check invoices; process invoices on electronic invoicing system with help from the studio administrator
- Liaise with external reprographics and print suppliers, including researching and recommending new suppliers to obtain best value.
- Brief printers and check proofs; arrange and track deliveries.
- Manage print budgets for work placed on behalf of all departments across Tate
- Co-ordinate supply of advertising through Tate's media agency with help from the studio administrator
- Support business strategy and implement systems to streamline processes and internal communication.
- Deputise for the Head of Creative when required.
- Manage day-to-day studio/staff issues and provide support and advice
- Line-manage the Design and Print Assistant, overseeing and monitoring their workload and personal development

Person Specification

Essential

- Previous experience of print production / design management / brand management.
- Demonstrable project management skills, excellent organisational and administrative skills with excellent attention to detail.
- Experience overseeing design and production schedules and ability to manage a variety of projects simultaneously, often working to tight deadlines.
- Knowledge and understating of colour reproduction, particularly within the arts sector
- High degree of IT skills, including good knowledge of Adobe's Creative Suite.
- Appreciation of, and an interest in, graphic design and an eye for strong typography and layouts.
- Proven ability to lead, motivate and develop others and engender a sense of teamwork and common purpose.
- Excellent interpersonal, written and oral communication skills with the ability to liaise confidently both externally and internally at all levels.
- Understanding of the principles of equality and diversity and the ability to apply and promote these in practice at work.
- An interest in and commitment to the work of Tate.

Desirable

- Proof-reading experience

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a fixed-term contract of one year.

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 3L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £31,120 per annum.

A review of pay is undertaken annually at Tate through negotiation with the recognised trade unions. Any increases to individual salaries, will be subject to the terms of Tate's annual pay settlement and will be applied from 1 April.

Annual Leave and Public Holidays

Annual leave is 25 working days per annum.

In addition, we offer paid time off for the 8 paid public holidays and 1 Tate day (on 24 December when the galleries are closed) on a pro rata basis according to the duration of the contract.

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
- 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.

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 **Friday 29 June by 17.00.**

Our jobs are like our galleries, open to all

