



Job description

Job title	Learning Programme Assistant
Department	Learning
Contract	Permanent
Salary	£21,800 per annum (Full time equivalent of £27,251)
Hours	Part-time, 28.8 hours per week, including frequent weekend and evening work
Location	Tate Modern, Bankside and Tate Britain, Millbank
Reporting to	Curator, Communities & Partnerships

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 events assistant with excellent attention to detail, who enjoys working collaboratively in busy environments?

As the Learning Programme Assistant you support the delivery of Learning programmes, primarily events with the Communities programme at Tate Britain. You will also support events within the wider Learning programme around your availability, at Tate Britain and Tate Modern.

The Learning Programme Assistant is responsible for financial and administrative work, and delivery and logistical support to support the programme. Please note, this role involves regular weekend and evening work.

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.

This role sits within our Central Learning team, who work closely with all Learning teams and support the whole department to plan, deliver, report and communicate our programme effectively.

This role will work closely with the Community and Partnerships Curator, who sits within the Central Learning team and manages our Communities work at Tate Britain. This includes building relationships with community leaders, residents and organisations living and working locally to Tate Britain, as well as programme such as Community Private Views, Community Art and Coffee Mornings and Community Lunches. We also support groups to visit Tate Britain and engage with our collection through tours, co-creation projects and collaborating on public-facing programmes.

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 receipts, cash advance requests, monitoring transactions, setting up contributors on our finance system (Unit 4) and processing documents, while maintaining the team finance logs effectively.
- Provide logistical support to the Communities teams for events and activities, including drafting event memos and liaising with logistics teams to ensure events are managed effectively.
- Support the set-up/ pack down of events and spaces, including printing, signage, and supporting with catering set ups
- Support with event delivery on the day or evening, including some front of house responsibilities including welcoming visitors on the door and managing guest lists
- Order, manage and monitor materials and resources, including effective storage, stock-taking and archiving.
- Collate data and evaluation forms from visitors including audience figures and feedback, and inputting into Learning reporting spreadsheets
- Be responsible for coordinating supported visits for community groups with internal and external stakeholders, including booking spaces, tickets, liaising with tour guides
- Carry out other administrative tasks including minute-taking at meetings and ensuring relevant programme planners are up to date.

What you will bring to the team

- Experience of assisting with the delivery of arts or cultural engagement programmes which engage diverse intergenerational public groups
- Excellent administration skills, computer literacy – confident in using Windows based applications, Excel, Word, Teams, databases, internet and email applications.
- Excellent numerical skills with close attention to detail when inputting data and undertaking financial administration.
- The ability to communicate clearly and confidently with a broad range of colleagues and external organisations in writing and in person.
- Able to work under pressure in a busy environment, to anticipate issues, with a flexible approach to work-planning.

- Experience of working well within a team.
- Ability to self-organise and stay motivated whilst undertaking repetitive tasks.
- Understanding of safeguarding practices necessary when working with children
- 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, 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 6 August 2024 by midnight. Interviews will be held on week commencing 19 August 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.

