



Post: Administrator, Public Programmes
Reference: TG1941
Band: 5L
Department: Learning
Contract: Fixed term for 12 months
Hours: Full-time
Reporting to: Convenor Public Programmes
Location: Bankside and 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.

This vision is central to the Learning (London) department which aims to inspire new ways of learning with art, and specifically with Tate's collection for all our audiences. We do this by working with artists and partners to develop and produce a programme of activities, resources and events at Tate Modern and Tate Britain that have enjoyment at their heart and reflect the diversity of artistic and cultural practices, and the communities we serve. We aim to offer the highest quality programme developed by a dedicated team that has a profound understanding of both art and how to design and implement programmes that maximise learning experiences for all our visitors.

Part of the Learning department, the Public Programmes team offers an extensive programme of more than 300 income-generating and free events aimed at adults at Tate Modern and Tate Britain each year. These include talks, courses, workshops, tours, symposia and special projects on diverse aspects of modern and contemporary art and visual culture that are relevant for our local, national and international audiences. The team has a commitment to programmes for local communities and for visitors with sensory and physical disabilities and to making all our programmes accessible and inclusive.

The team consists of five Curators (part time), four Assistant Curators (full time), and an Administrator, all led by a Convenor.

The Public Programmes Administrator will assist the Convenor Public Programmes with all administrative tasks and assist the team in delivering the programme by maintaining and implementing efficient administrative systems.

Purpose of the Job

To provide administrative support to the Convenor Public Programmes, and general and financial administrative assistance to the Public Programmes team.

Main Activities/Responsibilities

- Provide administrative support for the Convenor of Public Programmes. This includes diary management, managing and prioritising emails, processing purchasing card transactions, and booking travel and accommodation.
- Update and manage the team's programme and financial planning spreadsheets.
- Assist with financial processes such as ongoing reporting, budget reforecasts and end of year accruals.
- Provide the first point of positive contact for enquiries about the Public Programme team from colleagues across Tate, as well as external partners, national and international
- Record and respond to general enquiries relating to programme and team matters.
- Schedule team meetings, book meeting rooms and take minutes of meeting.
- Support Public Programmes team event logistics. This includes travel, accommodation and other related provision for speakers; and arrangements for events including catering arrangements, registration materials, furniture requirements and technical setups.
- Support the team in collating programme data and information for internal and funder reports
- Maintain files and archiving of past programme information, both paper and electronic, to be transferred to Gallery Records.
- Liaise closely with relevant internal teams to ensure the smooth and effective running of public programme events and projects.

Person Specification

Essential

- Proven experience in a range of administrative and financial duties within a busy office environment.
- Excellent IT skills, in particular MS Word, MS Outlook, Excel and PowerPoint as well as accurate keyboard, word processing and spreadsheet skills.
- Excellent numerical skills and experience keeping financial records and following financial processes.
- Demonstrable interest in working with modern and contemporary art.
- Excellent team worker with proven experience of working collaboratively.
- Very well organised with good prioritising / multi-tasking skills, and ability to remain calm during busier periods.
- A flexible, adaptable and willing approach to work to respond to varying priorities.
- Capable of working efficiently in a fast moving environment.
- Excellent interpersonal and verbal communication skills, with good telephone manner and the ability to convey information clearly in a way that is accessible to a diverse range of people.
- Effective writing skills with ability to produce carefully presented and accurate work quickly.
- Understanding of the principles of equality, diversity and inclusion as they relate to learning and the ability to apply and promote these in practice at work.
- Interest and commitment to the work of Tate.

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a fixed-term contract of 12 months.

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.

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 **Tuesday, 10 April 2018 by 17.00**. Interviews will be held on **Friday, 20 April 2018**.

Our jobs are like our galleries, open to all

