



Post: Learning Administrator
Reference: TG2286
Band: 5L
Department: Learning and Research
Contract: Permanent contract
Hours: Full-time
Reporting to: Curator Interpretation & Curator Early Years and Families
Location: Tate Britain and Tate Modern

Background

Tate aims to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. 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 audiences.

The Learning team works across a number of teams with particular focus on audiences and areas of work. The Learning Administrator will work across two teams, Interpretation and Early Years and Families, with days allocated to each.

Interpretation

The Interpretation team aims to make exhibitions and displays engaging and informative for all gallery visitors. The team works cross-site between Tate Britain and Tate Modern. We produce interpretation in a range of formats, including labels, wall texts, leaflets, interactive resources, audio guides, podcasts, timelines, film and video. Interpretation is the discipline that enables different audiences to access, engage and share with Tate and its exhibitions, displays and collection. The team works closely with Exhibition and Displays curators and colleagues across Tate, as well as artists, designers and other specialists to support all our audiences to increase knowledge, enjoyment of, and engagement with art.

Early Years and Families

Early Years and Families (EYF) create programmes for children and intergenerational audiences to play, explore and develop their engagement with art. Our activities are designed to be usable by anyone; from confident museum visitors through to supported activities for less confident families, including outreach projects in communities.

Purpose of job

To provide administrative, financial, logistical and operational assistance across Tate Learning Teams: Interpretation and Early Years and Families (EYF).

Main Responsibilities

- Financial administration for teams, including recording all expenditure through commitment logs, chasing and processing invoices, verifying card transactions and approving invoices using financial software, Unit 4, reconciling management reports each month and verifying procurement card transactions.
- Reconciling monthly transaction reports and keeping the commitment log up to date
- Update and manage the teams' programme and financial planning spreadsheets.
- Process supplier and freelance payment information and contracts
- Manage and update the teams' Programme Planner spreadsheets, making sure information is up to date.
- Collate audience figure data and documentation relating to team's programmes and projects for internal evaluation and funder reports.
- Manage filing of teams' project information, sharing files with colleagues as required.
- Schedule team meetings, book meeting rooms, arrange AV and taking minutes at meetings.
- Be main point of contact for information enquiries from colleagues across Tate, as well as external partners about Interpretation and Early Years and Family teams.
- Organise team travel and conference bookings
- Compile and circulate teams' monthly newsletters.
- Maintain files and archiving of past programme information, both paper and electronic, to be transferred to Gallery Records.
- Any other administrative support duties to ensure the smooth running of the programme

Interpretation Responsibilities

- Manage displays and exhibition folder final files for all exhibitions and displays
- Record and manage team hours against Programme Planner
- Support team with label design and install process, including making changes to labels as required, printing drafts, coordinating external printing.
- Liaise with printers and other suppliers, print and install captions for 'swaps', use In Design to make basic changes to swapped labels and captions
- Check displays changes against Tate tours and trails don't know what this means?
- Manage stocks of resources in Explore Spaces, replacing (check and replace materials and liaise with AV)

Early Years and Families (EYF) Responsibilities

- Monitor stocks of EYF pick up activities cross-site.
- Liaise with Info and Visitor Experience teams, sharing information about EYF programme
- Liaise with Audiences and Digital teams about EYF programme copy for marketing purposes.
- Process qualitative and quantitative evaluation information and data, recording and sharing with other teams where required

Person Specification

- Proven experience in a range of administrative and financial duties within a busy office environment.
- Excellent numerical skills and experience keeping financial records and following financial processes.
- Very well organised with good prioritising / multi-tasking skills, and ability to remain calm during busier periods.
- Excellent interpersonal and verbal communication skills, with the ability to convey information clearly in a way that is accessible to a diverse range of people.
- Excellent team worker with proven experience of working collaboratively.
- Excellent IT skills, in particular MS Word, MS Outlook, Excel and PowerPoint as well as accurate keyboard, word processing and spreadsheet skills.
- Demonstrable interest in working with modern and contemporary art.
- A flexible, adaptable and willing approach to work to respond to varying priorities.
- Capable of working efficiently in a fast-moving environment.
- 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 research 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 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 these posts will be made at the minimum of the band at £22,450 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 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.
- 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 **Sunday 14 April 2019 by midnight**.

Our jobs are like our galleries, open to all.

