

JOB DESCRIPTION

Post: Print Production Manager

Department: Merchandise

Reporting to: Merchandise Director

Reporting for: Print Production Coordinator

The Company: ***Tate Enterprises** is a wholly owned subsidiary of Tate. Work at Tate Enterprises ranges from publishing, retail and merchandising roles to operations, finance and licensing.*

Tate Enterprises shares Tate's mission to promote public knowledge, understanding and enjoyment of British, modern and contemporary art. Its role is to maximise profits and extend the value of the Tate brand, to support Tate's work and collection.

The merchandise department is responsible for producing the print and product sold through Tate's retail, online and wholesale channels.



The Disability Confident Scheme

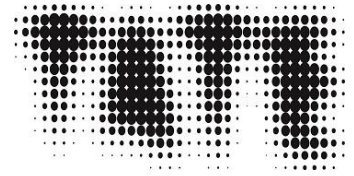
Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Symbol.

Purpose of the job: To work on the development and production of printed merchandise including postcards, posters, stationery, dated product and special print projects to support a busy exhibition programme and Tate collection.

Main duties and responsibilities:

Production

- Liaising with printers to secure competitive quotations for a variety of print jobs
- Preparing job costing's that take into account additional costs and placing print jobs accordingly



- Managing the procurement of digital files and other material to supply to printers/repro houses by liaising with editors, curators, picture researchers and Production department to gather the most up to date information
- Overseeing the proofing process to ensure that the best colour reproduction can be achieved and that copy lines and text are correct
- Scheduling print jobs to ensure that delivery deadlines are met in line with the delivery schedule
- Overseeing the development of limited edition prints for core and exhibition ranges
- Manage the Print Assistant to effectively support the development of print merchandise within the Merchandise Department

Financial

- Working closely with the Merchandise Director, develop and implement print strategies to increase business and improve margins and bi-annually review stock options, stock holding and KPIs with Merchandise Manager
- Checking and passing invoices relating to print inventory, for sign off by the Merchandise Director
- Managing the annual spend budget for printed merchandise in conjunction with the Merchandise Director
- Working with the Merchandise Assistant to ensure that print inventory is in line with demand and identifying slow selling lines for write off

Creative

- Creating layouts for postcards, printed merchandise and other items where necessary
- Researching and commissioning suitable designers for special projects
- Liaising with the Publishing Department for potential development of special printed products in conjunction with publishing programme

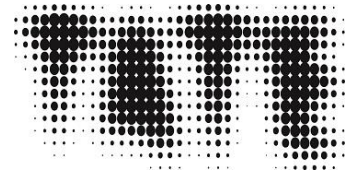
Other

- Liaising with editors, curators, picture researchers and Production department to gather the most up to date information on the availability of image files, credit lines and other key information



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- Liaising with the Merchandise Assistant to clear permissions via DACs, artists and their estates to reproduce works selected
- Working closely with the Merchandise Assistant to agree order levels to meet print sales targets
- Keeping up to date with administrative tasks relevant to the print department

Tate is proud of its commitment to diversity and inclusion which is set out in our Tate for All strategy. This strategy aims to improve diversity and inclusion at Tate through a process of organisational change and to make diversity and inclusion part of everything we do. Tate therefore expects all of its employees to actively contribute to promote diversity and inclusion as part of their role.

Person Specifications

Experience and skills

- Diploma in Publishing Production and/or experience of print production processes
- A proficient Mac user, familiar with design packages including Quarkxpress, Photoshop and Illustrator packages
- An excellent eye for colour and the ability to correct 4 colour proofs and to oversee press passes
- Highly organised and motivated to work as part of a team and on their own initiative
- Strong communication skills in order to deal with a variety of departments within the gallery as well as suppliers, designers and artists
- Good written and numeracy skills
- A critical eye for detail and proficient proof reading skills
- An interest in and knowledge of art history and contemporary art

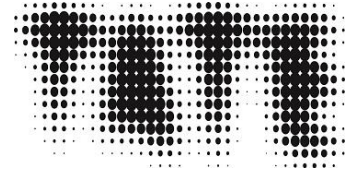
Competencies:

- Professional, honest and discreet
- Has an enthusiastic approach and willingness to contribute to the development of the department



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- Plans and prepares effectively to ensure delivery of the agreed results
- Adapts quickly and flexibly to new demands and challenges
- Participates positively and fully in the team
- Adheres to Tate's Dignity and Respect policy in all their activities
- Develops better and more efficient ways of doing things
- Is solution-focused and open to new ideas
- Evaluates their own development
- Create a vision and sets clear direction for Print team to engage and inspire others.



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