



Post: Senior Designer (Editorial and Publishing)
Reference: TG2584
Band: 3L
Department: Design Studio, Tate Audiences Division
Contract: Permanent
Hours: Full-time
Reporting to: Head of Design
Responsible for: Tate Studio Designers and Artworkers
Location: Millbank, London

WHO WE ARE AND WHAT WE DO

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 British art from the 16th century to the present day, and international modern art from 1900 to the present day.

The Tate Design Studio works across all of Tate. The Studio works to create intelligent, original, beautifully-executed design that upholds Tate's reputation as a leader in the visual arts and helps us to attract, communicate with, and delight, audiences.

The Studio manages design, print production and elements of digital production for all four Tate galleries and subsidiary companies, across a wide range of departments including Marketing, Membership, Curatorial, Visitor Communications, Fundraising, and the catering outlets for Tate Eats. Design work includes advertising creative, digital design, exhibition design, publications, on-site signage and visitor resources.

As part of this, the team manages print publication and editorial design. The team will shortly be bringing in-house the design of Tate Etc magazine, Europe's largest arts magazine, distributed to Members and sold on newsstands, and this role will be leading on the redesign of that magazine. The team also manages a range of publications including The Guide, the annual report and other corporate reports, visitor leaflets and maps, and promotional and information booklets.

You can find further information about Tate on our website: www.tate.org.uk

OUR VALUES

Tate's Design team is strongly committed to bold and standout design as expected by a leader in visual arts. Alongside this we are committed to developing a team culture that is kind, inclusive and welcoming to everyone with a focus on rigour and delivery of the highest quality of design output.

ABOUT THE ROLE

As a Senior Designer you will lead on delivering high-quality design and art direction for Tate Etc. publication. You will also work and contribute towards other internal publications and editorial at Tate.

WHAT WILL YOU DO AS A SENIOR DESIGNER AT TATE

- Devise and deliver a major new redesign and design direction for Tate Etc magazine which supports the new positioning to reach broader audiences.
- Work with the Editor of Tate Etc, various contributors and the Studio Manager to produce the magazine from concept to delivery, three times a year.
- Art direct imagery and photography with internal or external teams on projects as required
- Develop new guidelines and templates for Tate Etc. Uphold this across all creative output.
- Provide creative leadership.
- Design or oversee other editorial and publishing work including collateral such as maps, leaflets and learning resources.
- Act as a guardian and champion for the Tate visual identity.
- Work as part of Tate Design Studio, delivering design work across Tate when required, including press adverts, leaflets, invites and large-format outdoor advertising formats.
- Ensure all work is to the brief, on brand, and delivered to the highest standard.
- Liaise with external suppliers (printers and contractors) to supply marked-up proofs, print-ready artwork and approve proofs alongside the Head of Design and editorial team.
- Manage stakeholder relationships with a range of departments, working closely with clients to come up with creative solutions to meet the brief.
- Line manage designers or artworkers as required.
- Provide creative leadership, support and advice for designers and artworkers in the team.

WHAT WILL YOU BRING TO THE ROLE

- A degree in graphic design, or equivalent experience.
- Demonstrable experience of working at a similar level in a publishing or editorial environment.
- Excellent knowledge of editorial design, typography, photography.
- Proven experience of working with visual identities using established guidelines.
- Excellent knowledge of design software, including Adobe Creative Suite and MS Office
- Ability to lead and inspire other designers
- Excellent interpersonal skills with well-developed communication, negotiation and influencing skills, and a collaborative approach to working with others.
- A working knowledge of print and digital production processes with experience of artworking files for print.
- Ability to present to a range of colleagues and partners in a clear and confident manner
- Ability to work effectively on multiple tasks of varying complexities to meet deadlines and deliver quality content under pressure
- A strong understanding of inclusion and diversity, with experience of proactively applying and promoting these at work.
- An interest in 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 3L of the Tate pay scales.

An appointment to this post will be made up to £33,106 per annum dependent upon the skills and experience of the successful applicant.

In addition, this post will attract a market rate allowance of £2,000 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 **Wednesday, 12 February 2020 by 17.00.**

Our jobs are like our galleries, open to all.

