Post: Audio Visual Technician
Reference: TG2003
Band: 5L
Department: Technology
Contract: Permanent
Hours: Full-time
Reporting to: Senior Audio Visual Engineer
Location: Millbank

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.

Tate's Technology department provides information technology, services and telephony to over 1000 internal users at Tate, and also supports the in-gallery visitor experience operations 7 days per week and various audience digital platforms. Services are delivered across the 4 main gallery sites (Tate Modern, Tate Britain, Tate St Ives and Tate Liverpool) along with 2 further UK based office/art storage sites. Furthermore, some infrastructure services are provided to Tate Enterprises, our commercial arm which operates retail shops in-gallery along with Tate Catering. The department also includes an Audio Visual services team who support media based art installations, corporate events and internal audio visual service provision.

The AV team sits within the Technology Department and is responsible for supporting events and gallery AV requirements at all locations in London.

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

Purpose of job

To support live events, installations and documentation production projects at Tate by delivering a high-standard of audio-visual (AV) technical support.

Main Activities/Responsibilities

Provide technical support for events

- Set up, operate and clear AV systems in the auditoria and temporary event spaces.
- Live sound mixing.
- Projection of film, slides, data, video and new media.
- Installation of temporary event lighting, staging & set.

Provide technical support for installations

- Assist the project teams with installation of new systems.

- Troubleshoot and resolve problems with existing systems.

Support production of documentation media

- Record events and activities in video and audio.
- Edit and post produce documentation media.
- Support the management of the AV media archive.
- Assist in the development of new media projects.

Maintenance of AV systems

- Ensure the AV equipment owned by Tate is clean, well-maintained and documented.
- Monitor the performance of the existing equipment and recommend new investment.

Person Specification

Essential

- Skills operating audio-visual technologies and media, including Web, IT, Audio, Film and Video.
- Ability to deliver complex events such as conferences.
- Interpersonal skills - the ability to deal effectively and confidently with a wide range of people at all at all levels inside or outside Tate.
- Organisational skills – the ability to prioritise a varied workload and work accurately under pressure to meet deadlines.
- Experience in client liaison in different sectors and the ability to deal sensitively with performers and talent.
- Team working skills – the ability to establish effective and mutually supporting working relationships with colleagues and other departments inside and outside Tate.
- An ability to work under own initiative and a willingness to provide solutions to technical problems as they arise.
- An aptitude for devising and operating a maintenance regime for AV equipment.
- Mac/Windows IT skills, including Word, Excel and email and graphics/video/3D design applications.
- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect.
- 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.

Due to the nature of this role the successful applicant will be required to undertake regular out of hours working in the early mornings, evenings and weekends in order to cover the AV requirements for Tate’s events programme.

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 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.
- 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 **9 July 2018 by midnight**.

Our jobs are like our galleries, open to all.







