



Post: Print and Design Assistant
Reference: TG1936
Band: 5L
Department: Design Studio
Contract: Permanent
Hours: Full-time
Reporting to: Design Studio & Print Production Manager
Location: Millbank, London

Background

Tate aims to be the most artistically adventurous and culturally inclusive 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 our 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 Creative Studio works across all four Tate Galleries and subsidiary companies (Tate Catering, Tate Enterprises). The Studio works to create intelligent, original, beautifully-executed design focusing on producing business results and positioning the brand.

The Creative Studio sits within Tate's Audiences Division, which works to drive audience reach, revenue and reputation. The Division brings together Design with Marketing, Audience Research, Membership, Sales, Visitor Communications and Visitor Experience operations.

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

Purpose of the Job

To co-ordinate the production of high volume printed and digital material for departments across all Tate galleries and oversee the administration of the Creative Studio.

Main Activities/ Responsibilities

Print Production

- Liaise with external printers, reprographics and other suppliers to outline print specifications and to obtain quotes for jobs, using print tenders when appropriate.
- Oversee the Advert Specification Log to ensure all artwork for advertising campaigns is delivered on time and to correct specifications; deliver assets to our media agency and independent publications.
- Managing production schedules to meet deadlines and organising weekly scheduling meetings to ensure deadlines are met.
- Arranging and tracking deliveries.

Administration

- Complete purchase orders for jobs that have been costed and approved by the Design Studio & Print Production Manager.
- Oversee the Purchase Order and Invoice Log, maintaining accuracy in logging procedures
- Approve invoices for payment in finance system (Unit 4), checking departmental budget codes and checking costs against purchase orders.
- Recording and filing all print produced by the department.
- Ensure budgets are kept up to date and carry out monthly financial management reports.
- Carry out administrative tasks including ordering stationery, scheduling meetings, answering phones and taking messages for other staff when they are unavailable.

Person Specification

Essential

- Excellent administrative skills and highly organised with strong attention to detail
- Flexible approach, with the ability to work on own initiative to prioritise a varied workload, and balance competing demands to meet deadlines.
- Excellent computer skills, including good knowledge of Adobe CC software (InDesign, Photoshop and Illustrator).
- Self-motivated with experience of working in a fast-paced creative environment.
- Strong interpersonal skills with an ability to foster good internal and external working relationships with a range of colleagues and stakeholders.
- Experience of working positively within a team with a proactive and collaborative approach.
- Ability to work under pressure, identifying problems and finding solutions.
- An awareness of and commitment to principles of diversity and inclusion, and how to apply them to the work you do and how you work.
- An interest in art and design.

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 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 **Friday, 30 March 2018 by 17.00.**

Our jobs are like our galleries, open to all.

