



**Post:** Communications Assistant  
**Reference:** TG2234  
**Band:** 5R  
**Department:** Media and Audiences  
**Contract:** Permanent  
**Hours:** Full-time  
**Reporting to:** Communications Manager  
**Location:** Albert Dock, Liverpool

## **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.

Preparing for the first major Keith Haring exhibition ever staged in the UK, Tate Liverpool is one of the largest galleries of modern and contemporary art outside of London, welcoming 640,000 visitors each year. The gallery's programme is focused on four key criteria: innovation, accessibility, topicality and seasonality and shows the Tate Collection of modern and contemporary art in new and innovative ways alongside temporary exhibitions.

The Media and Audiences department plays a key role in ensuring Tate Liverpool maintains and develops its reach and impact by attracting visitors and ensuring visibility for the organisation beyond the gallery walls. The department is responsible for putting audience at the heart of the gallery and developing Tate Liverpool's communication strategy through brand guardianship, media relations, marketing, advocacy, visitor research and audience development. The team works closely with colleagues in Media and Audiences in London to ensure activity is integrated across Tate.

You can find further information about Tate on our website: [www.tate.org.uk](http://www.tate.org.uk)

## **Purpose of the Job**

To assist the Communications Manager in the external communication of key messages for Tate Liverpool across broadcast, print and online and to provide general administrative support for the Press Office and Media and Audiences department.

## **Main Activities/Responsibilities**

### **Press**

- Respond to routine press enquiries and media requests for filming, recording and photography sessions.
- Make arrangements for filming and recording and photography when appropriate.
- Source images for use in media campaigns and ensure correct permissions are obtained.
- Scan and collate press cuttings and make them available to colleagues as required.
- Support the organisation of press views at Tate Liverpool.
- Maintain online press office and update contacts.
- Draft copy for free listings on a monthly basis and update key external websites.
- Organise press mailings
- Provide accurate and timely information (e.g. sponsorship reports) for colleagues as required
- With guidance from the Communications Manager, undertake standalone press campaigns.

### **Team Duties**

- Record and collate details of staffs' daily attendance and report to Human Resources, as required.
- Book travel and accommodation for members of the department.
- Order stationary and other consumables for the department.
- Any other administrative support duties as required, to ensure the smooth running of the department.

## **Person Specification**

### **Essential**

- Experience of working in a busy office environment
- Demonstrable interest in media, journalism and current affairs
- Excellent administrative skills and a highly organised and flexible approach to work, with the ability to work on own initiative to prioritise a varied workload, balance competing demands, and meet deadlines
- Ability to think and act quickly under pressure
- Excellent IT skills, particularly in MS Word and Excel, with the capacity to learn IT systems used at Tate including Tate's Content Management System and Tate's Collection Management System (TMS)
- Ability to work in and contribute effectively to a team
- Keen eye for detail including proof-reading skills
- Excellent verbal communications skills with a good telephone manner and confidence in dealing tactfully with a broad range of people in a variety of situations
- Excellent written communication skills with the ability to tailor information and convey it clearly and precisely
- A positive and solutions-focussed approach to problem solving
- Experience of working with digital images and editing software
- Ability to work within a diverse team 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.

### **Salary**

This post is graded on Band 5R of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £19,450 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](http://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/](http://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 **Monday, 11 February 2019 by 17.00**. Interviews will be held on **Tuesday, 26 February 2019**.

*Our jobs are like our galleries, open to all.*

