



**Post:** Head of Programme Delivery and Partnerships  
**Reference:** TG2460  
**Band:** 2R  
**Department:** Programme, Tate Liverpool  
**Contract:** Permanent  
**Hours:** Full-time  
**Reporting to:** Director of Tate, Liverpool  
**Responsible for:** Senior Curator and Head of Learning

## **Background**

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.

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

## **Purpose of the Job**

To ensure the timely preparation and planning of an integrated programme delivered by the Exhibitions, Displays and Learning teams and to amplify the programme's impact through cross departmental and partnership working and coordination of the public programme.

## **Main Activities/Responsibilities**

### **Leadership**

- In collaboration with the Director of Tate Liverpool and as part of the Senior Management Team, contribute to the development and delivery of the overall Tate Liverpool vision, strategy and business plan and provide leadership for cross departmental projects.
- Support and facilitate the close collaboration of the Exhibitions and Displays and Learning teams, nurturing a culture of teamwork, inclusion, dignity and respect.
- Contribute to developing site-wide policy, communications and management.
- Represent Tate Liverpool and deputise for the Director internally and externally.

### **Programme Management**

- Working closely with the Director, Senior Curator and Head of Learning, lead departmental scheduling and ensure timely and effective cross departmental communication of the agreed programme of exhibitions, displays and learning activities, working towards an integrated, balanced and strategic programme that meets artistic, audience and financial objectives and that is sustainable within allocated resources.

- Advise on and support the strategic development of the Exhibitions and Displays and Learning teams and senior support and advice in the management of the programme.
- Lead on the coordination of an engaging Public Programme to include Members' Special events.
- Ensure the design, presentation and interpretation of the programme and gallery and learning spaces across Tate Liverpool is cohesive and delivers an engaging and accessible audience experience.
- Lead on the management and coordination of cross-departmental and pan-Tate projects as required.

### **Tours and External Relationships Management**

- Lead on a touring strategy for exhibitions and support the team to secure strong partners, appropriate contractual frameworks and fees with museums within the UK and worldwide.
- Oversee procurement in terms of contracts and freelancers and ensure that the team is compliant with Tate's policies and practices in such areas.
- Working with other staff across the organisation as appropriate, initiate, coordinate and manage new partnerships to help Tate Liverpool maximize the impact and reach of its programme.
- Negotiate any external fees and contracts, such as guest curators, artist, consultants, designers.

### **Budget and Resource Management**

- Oversee management of the overall Program budget, allocating resource, forecasting and monitoring, working in close collaboration with the Director, Senior Curator, Head of Learning and Tate Liverpool's Management Accountant.
- Monitor programme income and expenditure with the Senior Curator, Head of Learning and Head of Development to ensure that the team is working efficiently and within approved budgets.
- Regularly review progress against strategy and targets with relevant senior colleagues and update the director.
- Contribute to income generation through: touring, support of the Development team, public programme development and by supporting membership retention and growth.

### **Internal and External Liaison**

- Liaise with colleagues within and beyond Tate to build our networks of engagement, pursue opportunities across the city and identify new and better ways of working.
- Initiate new and ensure existing relationships with touring partner institutions are maintained and managed across Tate Liverpool.
- Working closely with the Head of Audiences, manage the admissions planning process ensuring that Exhibitions, Displays and Learning programmes deliver the agreed audience and financial frameworks.
- Liaise with colleagues from Tate Eats and Tate Enterprises to ensure a coherent visitor experience and public facing programme that reflects the Tate brand.
- Manage the programme schedule and scenario planning working with the Director, Senior Curator and Head of Learning.
- With relevant team members, assess and advise on practicalities of internal and external programme proposals.
- Work with colleagues across Tate on all matters relating to business planning for Tate Liverpool's ticketed exhibitions and public programme.

- Liaise with Curatorial, Learning, Research, Collections Care and colleagues across all Tate sites to identify opportunities to respond to Tate's priorities and those identified by our partners and lead on cross-site initiatives (such as Tate Create).

### **Proposed Person Specification:**

#### **Essential**

- Ability to make an effective contribution to a leadership team, by thinking strategically and working collaboratively with colleagues across the organisation to deliver results.
- Ability to create an inclusive, respectful culture within a team.
- A strategic approach to income generation and targets,
- Proven track record of effective people management with experience of creating high performing teams where staff feel valued and motivated to perform.
- Excellent project management, organisational and planning skills, with ability to prioritise and coordinate multiple activities to meet deadlines.
- Sound practical knowledge and good analytical approach to understanding all processes involved in the co-ordination and administration of exhibitions, collection displays, commissions, learning programmes, tours and other projects, with a proven track record of problem-solving and finding innovative solutions.
- Highly numerate with sound business planning skills, including financial management, resource allocation and risk management. Proven experience of the construction, revision, monitoring and management of large budgets.
- Confident with Microsoft Office packages, particularly Word, Excel and databases.
- Articulate and confident communication and interpersonal skills necessary to deal with a wide range of people at different levels inside Tate, regionally and internationally when acting as an influencer, negotiator and facilitator.
- Awareness of issues of inclusion and cultural diversity as they affect the work of a major museum and evidence of having incorporated diversity and inclusion strategies into programme planning.
- The ability and willingness to travel and to attend out of hours functions, as required
- 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 2R of the Tate pay scales.

An appointment will be made at £42,000 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](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 **12 November 2019 by midnight**.

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

