



## JOB DESCRIPTION

**Post:** Print & Product Buyer/Developer

**Department:** Merchandise

**Reporting to:** Buying & Development Manager

**The Company:** Tate Commerce is a wholly owned subsidiary of Tate. Work at Tate Commerce ranges from publishing, retail and merchandising roles to operations, finance and licensing.

Tate Commerce shares Tate's mission to promote public knowledge, understanding and enjoyment of British, modern and contemporary art. Its role is to maximise profits and extend the value of the Tate brand, to support Tate's work and collection.

We are committed to reducing our carbon footprint and protect the environment and expect all staff to adhere to our Environmental Policy which can be found [here](#).

The Department The **Merchandise** department is responsible for producing the print and product sold through Tate's retail, online and wholesale channels



### The Disability Confident Scheme

Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Symbol.

Purpose of the job: To project manage buying, development and production of print and product merchandise to support a busy exhibition programme as well as the core Tate collection.





## Main duties and responsibilities:

### Production:

- Liaising with suppliers and printers to secure competitive quotations for a variety of jobs
- Preparing job costing's that take into account additional costs and place print and product jobs accordingly
- Managing the procurement of digital files and other material to supply to printers/repro houses by liaising with editors, curators, picture researchers and Production department to gather the most up to date information
- Overseeing the proofing process to ensure that the best colour reproduction can be achieved and that copy lines and text are correct
- Scheduling print and product jobs to ensure that delivery deadlines are met in line with the delivery schedule
- Ensuring all permissions are obtained and in place in a timely manner

### Financial:

- Working closely with the Buying and Development Manager, develop and implement strategies to increase business and improve margins
- Checking and passing invoices relating to print and product inventory, for sign off by the Buying and Development Manager
- With support from the Buying and Development Manager, allocate annual spend budget for merchandise
- Working with the Merchandise team to ensure that print and product inventory is in line with demand and identifying slow selling lines for write off

### Creative:

- Briefing layouts to suppliers for printed merchandise and products
- Creating other layouts for suppliers where necessary
- Researching and commissioning suitable designers for special projects
- Liaising with the Publishing Department for potential development of special products in conjunction with publishing programme

### Other:

- Working with the Buying and Development Manager, support the Licensing and Merchandise Director in print and product development for license partners, suitable for sale outside of Tate and across Tate's own platforms.



### The Disability Confident Scheme

Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Symbol.



- Liaising with Editors, Curators, Picture Researchers and Production department to gather the most up to date information on the availability of image files, credit lines and other key information
- Working closely with the Merchandise team to agree order levels to meet sales targets
- Keeping up to date with administrative tasks relevant to the department
- Any other tasks as required by the operational needs of the business

Tate is proud of its commitment to diversity and inclusion which is set out in our Tate for All strategy. This strategy aims to improve diversity and inclusion at Tate through a process of organisational change and to make diversity and inclusion part of everything we do. Tate therefore expects all of its employees to actively contribute to promote diversity and inclusion as part of their role.

## Person Specification

### Experience and skills

- Experience in buying and development of merchandise or similar
- An excellent eye for detail
- Highly organised and motivated to work as part of a team and on their own initiative
- Strong communication skills in order to deal with a variety of departments within the gallery as well as suppliers, designers and artists
- Good written and numeracy skills
- A critical eye for detail and proficient proof reading skills
- An interest in and knowledge of art history and contemporary art

### Competencies:

- Professional, honest and discreet
- Has an enthusiastic approach and willingness to contribute to the development of the department
- Plans and prepares effectively to ensure delivery of the agreed results
- Adapts quickly and flexibly to new demands and challenges
- Participates positively and fully in the team
- Adheres to Tate's Dignity and Respect policy in all their activities
- Develops better and more efficient ways of doing things
- Is solution-focused and open to new ideas
- Evaluates their own development



### The Disability Confident Scheme

Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Symbol.