

JOB DESCRIPTION

Post: Assistant merchandiser

Department: Merchandise

Reporting to: Merchandise manager

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

Tate Enterprises 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.

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



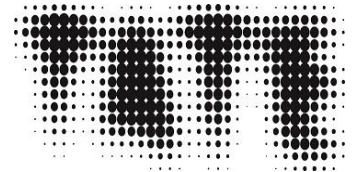
The Disability Confident Scheme

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: Day to day management of all aspects of Merchandise stock for Tate.

Main duties and responsibilities:

- With the Merchandise manager, devise processes for all aspects of stock management
- Responsible for all weekly sales and stock reporting
- Responsible for calculating re-orders required to meet both sales and stock budgets
- Responsible for overseeing all raising of purchase orders
- Responsible for ensuring availability targets are met
- Liaise with suppliers to ensure orders are delivered on time and in line with supplier requirements



- Provide analysis as required by the Merchandise Manager, contributing to year end, seasonal and exhibition figures
- Ensure that margin targets are being met, advise Product and Print Managers when not
- Provide key point of contact in Merchandise team for retail and warehouse
- Oversee administration of royalties on repeat orders, ensuring that these are well managed
- Work as required by the operational demands of the business

Person Specifications

Essential:

- Excellent communication skills and the ability to both work well in and lead a team.
- Ability to manage complex relationships well.
- Ability to demonstrate resourceful and flexible approach to challenges.
- Excellent time management and the ability to prioritise a complex workload.
- Experience of working in a merchandising team.

Competencies:

- Passion for what we do, with an interest in art and the aims of Tate
- Balances a varied workload and shifting priorities to deliver results on time
- Plans and prepares effectively to ensure delivery of the agreed results
- Develops effective working relationships with other teams in Tate Enterprises
- Communicates clearly, keeping others informed appropriately
- 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



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