



Post: Press and Communications Officer
Reference: TG2537
Band: 4L
Department: Communications
Contract: Temporary (maternity cover)
Hours: Full-time
Reporting to: Press and Communications Manager
Location: Millbank, London

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.

Tate's Communications department is a busy and dynamic press office, responsible for promoting Tate Britain, Tate Modern and the Tate organisation as a whole to international, national and regional media, from the smallest local newspaper to the largest global media networks. The department develops and delivers Tate's communications strategy, managing the reputation of our galleries and spokespeople, reaching broad and diverse audiences, and increasing revenues. The team play a key role in ensuring the success of Tate's activities, from increasing visitor numbers to attracting new partners and funders.

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

Purpose of the Job

To support the implementation of dynamic and engaging press campaigns for Tate Britain and Tate Modern's programmes, as well as managing press campaigns for some designated projects.

Main Activities/ Responsibilities

- Support the Communications Managers in the implementation of major press campaigns, including securing coverage and sponsor credits by pitching stories to members of the press.
- Devise and manage press campaigns for some designated projects at Tate Britain and Tate Modern, overseen by the Communications Managers.
- Act as Tate's first point of contact for the media, responding quickly and accurately to incoming enquiries and informing colleagues of important issues and requests.
- Assist with the writing, collating and approval of press materials, managing their distribution and ensuring they are kept up to date.
- Organise and manage press views, conferences and trips, including booking venues, travel and accommodation, and organising staffing, AV and catering.
- Order catalogues, invitations and other materials and enter budget data for projects as needed.

- Source images and clear copyright ensure accurate credit information is used, and commission new photography when required.
- Attend internal and external meetings, including liaising with other Tate staff, sponsors and journalists to ensure good relations and communication.
- Collate and distribute press cuttings to senior staff on a regular basis.
- Manage filming requests, including supervising film crews and photographers.
- Maintain the media contacts database and the press section of Tate's website.
- Deputise for the Communications Managers as necessary.
- Take on other administrative duties when required in order to contribute to the smooth running of the press office.

Person Specification

Essential

- Proven experience in a press office or public relations environment and demonstrable knowledge of journalism and the media.
- Proven ability to work calmly and flexibly, organising and prioritising a busy workload in a high-pressure environment.
- Excellent interpersonal and communication skills, including strong writing skills and confident telephone manner.
- Meticulous eye for detail and ability to keep administrative systems organised and up to date.
- Computer literate, including the use of software for databases, email, documents and images, as well as accurate typing skills.
- Ability to work as part of a team while initiating ideas and taking responsibility for managing the smooth running of the office.
- Understanding of the principles of equality and diversity and the ability to apply and promote these in practice at work
- The ability to present a professional and positive image of Tate.
- 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 temporary contract up to 12 months.

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 4L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £26,959 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.

In addition, we offer paid time off for the 8 paid public holidays and 1 Tate day (on 24 December when the galleries are closed) on a pro rata basis according to the duration of the contract.

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.
- 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 **Thursday, 19 December 2019 by 17.00.**

Our jobs are like our galleries, open to all

