



## Job description

Job title	Production Coordinator
Department	Curatorial
Contract	Fixed Term, 3 years
Salary	£30,848 per annum
Hours	Full-time, 36 hours per week
Location	Bankside
Reporting to	Production Manager, Commissions

## 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 the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

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

## About the role

You will help deliver the annual Infinities Commission. The successful candidate will support on the production and installation of the Infinities Commission from its inception to its completion, in addition to supporting on the production of associated events and programmes. The role will also assist with other artist commissions at Tate Modern.

## About your team

Since Tate Modern opened in 2000, its programme of major temporary exhibitions, collection displays, commissions, live performance, and film programme has developed in diversity, scope and profile. In 2016 Tate Modern opened the Blavatnik Building increasing the scope and breadth of the exhibition and collection displays. The Tate Modern curatorial team sits within the Tate Modern Division and ensures the highest standard of content and delivery of this programme.

## What you will gain

Motivated, and skilled people are key to our continued success, and we want everyone at Tate to have the opportunity to develop and thrive. In this team, you will be encouraged to contribute your ideas, realise your potential, and learn new skills and knowledge.

## What you will do (Main Duties and Responsibilities)

- Work closely with the Production Manager, Commissions and support the successful delivery of Tate Modern commissions, inclusive of the Infinities Commission.
- Liaise with the Project Team, prepare presentations and documents, gather information and disseminate updates.
- Contribute to the planning of production and installation schedules, communicate timelines to internal colleagues and external contractors.
- Assist the Production Manager, Commissions with overseeing the fabrication, transportation, associated insurances, installation and deinstallation of the Infinities Commission.
- Support the smooth running of the ongoing display and associated maintenance of the Infinities Commission.
- Research and source suppliers of specialist consumables and equipment. Coordinate contractors, orders, and deliveries.
- Liaise with external contacts (artists, fabricators, transport agents, etc.), follow up on information, check drawings and details and deal with queries and difficulties, as necessary.
- Communicate with other teams across Tate including Press, Publishing, Visitor Experience and Security.
- Coordinate project-related production and logistics meetings, book meeting rooms, take minutes and maintain accurate records.
- Assist with the forecasting and coordination of the production budget, including monitoring of project log.
- Record and process purchase orders, invoices, and procurement card transactions.

## What you will bring to the team

- Demonstrable ability to support the delivery of projects and programmes.
- Ability to work flexibly, proactively, and collaboratively within a team, developing effective working relationships.
- Strong organisational skills and an ability to work on multiple projects simultaneously. A meticulous attention to detail.
- Proven track record of anticipating potential problems and prioritising information, reacting quickly and responding effectively to unforeseen tasks and shifting deadlines.
- Excellent written and verbal communication skills.
- Experience of budget administration and of collating, summarising, and presenting financial information and data.
- Computer literacy – ability to use standard Microsoft computer programmes (e.g. Word, Excel, Outlook), and other programmes, and a willingness and ability to understand complex databases and project management programmes.
- Ability and willingness to work out of hours to facilitate installation, maintenance, and deinstallation processes.
- A commitment to and understanding of the principles of diversity and inclusion and how to apply them in the workplace.
- Interest and commitment to the work of Tate.

The requirements listed here are guidelines, not hard and fast rules. You don't have to satisfy every requirement and we welcome candidates who bring transferable skills. Applying gives you the opportunity to be considered.

## Tate for all

### Diversity and Inclusion

Our jobs are like our galleries, open to all.

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](#).

## Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.

- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

## Benefits

- Birthdays off each year.
- 25 days leave per year.
- A pension scheme with generous employer contributions.
- Life Assurance and Income Protection for DC scheme members.
- 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.
- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership.

## 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.

## 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 25 February 2024 by midnight. Interviews will be held on week commencing 4 March 2024.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.

