



Post: Assistant Curator, Collections International Art
Reference: TG0282
Band: Specialist
Department: Curatorial Department, Tate Modern
Contract: Fixed-term for 12 months
Hours: Full-time
Reporting to: Curator (International Art)
Location: Bankside, London

Background

The aim of Tate is to increase public awareness, understanding and enjoyment of British art from the 16th century to the present day, and of international modern and contemporary art.

The Curatorial Department, Tate Modern is responsible for the delivery of exhibitions and displays and for building Tate's International collections.

The International Collections team is led by the Head of Collections, International Art, and plays a leading role within Tate in acquiring works for the Collections and in researching the Collection. It contributes to the display and exhibition programme of all Tate sites, as well as to publications and public programmes. The team works with a wide range of external supporters within a network of acquisitions committees.

The post-holder will work primarily on matters relating to Modern and Contemporary International art.

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

Purpose of the Job

To support the development of Tate's collection of international art, contribute to acquisitions and research and liaise with internal colleagues and external contacts. To assist with the running of Tate's network of acquisition committees with particular emphases on the South Asian committee. You will also be required to contribute to the displays and exhibitions programme at Tate Modern.

Main Activities/Responsibilities

Acquisition of Works of Art for the Collection

- Assist with the management of at least one of Tate's acquisition committees, which will involve preparing for meetings, accompanying visits, and liaising with members.
- Provide general support in the operation of the acquisitions process, which will involve writing correspondence and liaising with artists, dealers, private collectors and artist's estates; carrying out library research, completing acquisition proposal forms, providing support to funding groups, taking minutes and monitoring auction catalogues.

- Write reports on works of art to be recommended as acquisitions (Acquisition Proposal forms and Collection Committee Notes), and prepare related formal correspondence for the Director and other relevant Heads.
- Assist in the preparation of written applications to grant-awarding bodies in relation to potential acquisitions.
- Manage acquisition and artist lists and statistics from *The Museum System* collections-management database.
- Address issues relating to the framing, photographing and installation requirements of new acquisitions, liaising with the Photography and Conservation departments as required.
- Maintain and update catalogue files and information on acquisitions.
- Check and confirm information about acquisitions for the Annual Report.
- Respond to public and specialist enquiries relating to the Collection.

Research into the Collection

- Write texts on new acquisitions to the standard required for publication on Tate's website as short texts.
- Write catalogue entries or other texts relating to objects in the Collection, as required.
- Maintain active research interests in your agreed specialist area.

Displays and exhibitions

- Contribute to the initiation and organisation of displays and exhibitions at Tate Modern, as required, including the Project Space programme
- Assist with the practical elements of display and exhibition delivery, which will include but is not limited to compiling lists of works, checking their availability, preparing budgets.
- Draft or write gallery display wall texts and captions.
- Write entries and related texts for Tate Exhibition catalogues, as required.

General

- Respond to public enquiries by letter, telephone, and e-mail, relating to works in the Collection.
- Maintain Collections artists' catalogue files and vet catalogue files prior to viewing by external researchers.
- Lead tours and talks, as required.
- Write captions for the Annual Report and carry out negotiations with artists regarding acquisition and copyright agreements, installation specifications and other relevant information.
- Represent the department on Tate-wide groups as required.

Person Specification

Essential

- A degree or post-graduate degree in a relevant subject in art history or a related field.
- A broad understanding of twentieth-century international art including demonstrable knowledge of South Asian art from 1900 to the present day.
- An understanding of the issues involved in the display of works of art in a public gallery.
- Relevant experience, whether paid or voluntary in a museum or gallery setting.
- Excellent writing skills with fluency, clarity of expression, an understanding of the different registers of text required for different audiences, and a capacity to write scholarly texts.
- Excellent research skills.

- Excellent interpersonal skills with the ability to deal effectively and confidently at all levels across departments and with external contacts. To apply a collaborative approach to team working.
- Excellent organisational skills including demonstrable ability to plan and deliver projects to time and to budget along with the capacity to work successfully on a number of projects at one time
- Accurate keyboard skills and a high degree of computer literacy with knowledge of Windows-based and database applications; a confident, Internet, email and social media platforms user.
- A proactive approach to the principles of equality and diversity, with an interest in and commitment to the work of Tate.

Desirable

- Substantial experience in a museum or gallery, working with displays, exhibitions or a permanent collection.
- Record of publishing scholarly texts about modern or contemporary international art.

Pay and Benefits Pay and Benefits

Type of Contract

This appointment is offered on a fixed-term contract of 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 in the Specialist Band of Tate's Pay Bands which is as follows:

Minimum	+1	+2	+3	+4	+5	+6	+7	Ceiling
£22,900	£23,400	£24,000	£24,500	£25,500	£26,500	£27,500	£28,500	£29,130

An appointment to this post will be made at the minimum of the band at £22,900 per annum.

Annual Leave

Annual leave is 25 working days per annum.

Safer Recruitment

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

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 offer a choice of two types of pension:

- **nuvos.** This is a high quality, index-linked defined benefit occupational pension scheme that currently has a member contribution rate which ranges from 3.5% to 5.9% dependant on your salary. As your employer we meet the rest of the cost of the scheme. Further information about this can be obtained from www.civilservice.gov.uk/pensions
- **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 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.
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Childcare Vouchers Scheme – offering savings on tax and national insurance.
- 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.

Selection

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 in to your account.

The closing date for the submission of completed application forms is **Sunday 26 August 2012 at midnight.**

Our jobs are like our galleries, open to all.