



Post: Assistant Curator Adult Programme
Reference: TG0414
Band: Specialist
Department: Learning
Contract: Permanent
Hours: Full-time
Reporting to: Curator, Adult Programme
Location: Bankside or Millbank, 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.

Tate's mission statement is core to the Learning Department and its purpose; we offer a range of experiences that develop deeper understanding, knowledge and engagement with art and have enjoyment at their heart.

Tate Learning aims to offer the highest quality programme with an international reputation, developed by a team that has a clear understanding of both art and how to design and implement programmes that maximise learning experiences.

There are five programmes within Tate Learning in London; these are Early Years and Families, Schools and Teachers, Youth, Interpretation and Adult Programmes. All programmes have a lead Convenor and Curators and Assistant Curators working towards their own programme strategy, which links into the overall aims of Tate Learning.

Adult Programmes create events to develop and deepen public engagement with art. We act as a nodal point within a highly diverse range of networks and relationships across Tate, and between Tate and its audiences. We develop partnerships which actively involve people with contemporary culture through exciting and inspiring programmes. We see learning as an invigorating reflective process that is nurtured by change. Our practice is inter-disciplinary. Research underpins our thinking, actions and programme development. Our programmes investigate art and visual culture, adopt a critical approach to learning and create platforms for dialogue and exchange with local, national and international audiences.

The Assistant Curator will support the Adult Programme with a clear focus on Access and Diversity remits at both Tate Britain and Tate Modern. The post holder will work across the entire Adult Programmes team with approximately 40% on Access Programmes and 60% on Public Programmes although this may fluctuate depending on the programming priorities at the time.

The Access programme delivers a wide range of events for deaf and disabled visitors, such as Touch Tours, picture description tours, BSL and Lipspeaker tours and Special Events.

The aim of the public programmes strand is to provide a space for debates of international significance about art and visual culture that fills a gap between the media and the academy, that is serious and cutting-edge yet accessible to a range of audiences.

The Assistant Curator will be part of the cross-site Adult Programmes team of twelve people and will contribute to maintaining its position at the forefront of local, national and international practice in the delivery and variety of its programmes.

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

Purpose of the Job

Provide programmatic and logistical support for Tate's Adult Programme to ensure that the programme is delivered on time, to budget and to a high standard.

Main Activities/Responsibilities

Events Planning and Delivery

- Assist the Adult Programme team in programme development, ideas and delivery taking responsibility when required.
- Manage the logistics of a busy and ambitious programme of events, ranging from talks, courses and workshops to symposia and other types of events on diverse aspects of modern and contemporary art and visual culture.
- Support and deliver events for deaf and disabled audiences, including visually impaired people.
- Be responsible for the smooth running of all public programme events which includes supervising the public and liaising with other staff supporting the event.
- Liaise with speakers, artists, tutors and other internal and external partners using tact and diplomacy.
- Book dates and spaces for upcoming programmes, and attend meetings to discuss organisation and planning.
- Book travel and accommodation for speakers
- Liaise with other departments to ensure the smooth running of internal services including room bookings and the creation of event memos.
- Liaise closely with Membership & Ticketing Services, Marketing and the Press team to monitor ticket sales for events.
- Support the marketing and publicity of events; prepare and submit copy for print other media such as the Tate Guide, website, and other platforms.
- Check that the caterers, ticketing and audiovisual staff are providing a high level of service and deal with any customer complaints.
- Ensure that all programmes are fully documented, evaluated and archived.
- Contribute to the ongoing evaluation of the objectives, content and delivery of

Public Programmes events.

Administration and Finance

- Provide administrative support to the Adult Programme team.
- Support the Adult Programme Convenor and Curators in monitoring the programme budget.
- Manage the processing of forms and invoices relating to income and expenditure, and facilitate the continuous review of progress against targets and budgets.
- Produce estimates of costs and income for events and regularly update and maintain the programme financial database providing data entry with great attention to detail
- Support and contribute to the generation of income through ticket sales in line with targets set for the Adult Programmes as a whole.

Research

- Support and contribute to the work of Adult Programme Curators in researching topics and speakers for events; and to undertake basic research for programmes eg gathering information for programme notes, writing biographies and undertaking picture research.
- Develop and identify the needs of existing and new adult audiences, including community groups, those in Higher and Further Education, specialist art audiences, and audiences outside formal education.

Other

- Work as part of a team of Assistant Curators, with the Convenor, Curators, Administrator, Artist Educator and interns of the Adult Programmes team and with the Learning department.
- Work cross-site at both Tate Modern and Tate Britain, attending meetings and planning and delivering events.
- Support the management of Adult Programme interns.
- Maintain and develop relationships and partnerships both inside and outside the gallery, museum and education sectors to further the reach and scope of Tate Modern's Adult Programme.
- Work occasional irregular working hours, including weekends and evenings, as required by the programme.
- Carry out any other duties as requested by the Adult Programme Convenor or Curators.

Person Specification

Essential

- A degree in a relevant subject, preferably art history or similar, and/or the ability to demonstrate the equivalent level of knowledge and thinking ability gained through experience.
- Proven experience of working with deaf and disabled audiences, including people with sensory impairments.
- Proven relevant experience of work within in a gallery, museum, educational

institution or within a similar environment and demonstrable interest in developments in museum and gallery education.

- Experience of working with and participating in the delivery of events to diverse audiences.
- Excellent organisational and planning skills, coupled with the ability to work calmly under pressure and to tight deadlines.
- Proven experience of project co-ordination, including the ability to co-ordinate people and monitor budgets.
- Effective written and interpersonal and communication skills, including the ability to communicate diplomatically and effectively at all levels, both internally and with external contacts and the ability to write clearly and tactfully.
- An active approach to the job, a demonstrable ability to use initiative, anticipate issues and find effective solutions.
- A creative and flexible approach to events programming, and the confidence to develop ideas independently as well as part of a team.
- High degree of computer literacy, knowledge of Windows based applications, able to use word-processing, database, spreadsheet, internet and email applications and put together presentations and present information creatively.
- Good financial processing skills with close attention to detail.
- A flexible approach to work including evenings and some weekends work relating to programme events.
- Interest in and commitment to the work of Tate.

Pay and Benefits

Type of Contract

This appointment is offered on a permanent contract.

Working Hours

This post is offered on a full-time contract working 36 hours per week. Our programme requires working occasional weekends and evenings, for which time off in lieu is granted.

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
£23,129	£23,634	£24,240	£24,745	£25,755	£26,765	£27,775	£28,785	£29,421

An appointment to this post will be made at the minimum of the band at £23,129 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.
- As this post will be required to work with vulnerable groups, the successful applicant will be subject to an enhanced CRB disclosure.
- Proof that you are legally entitled to work in the UK.

Annual Leave

Annual leave is 25 working days per annum rising to 27 working days per annum after three years' service.

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 **Friday 30 November 2012, 17:00**.

Interviews will be held **Tuesday 11 December 2012**.

Our jobs are like our galleries, open to all.