



Post: Curator Adult Programme
Band: Senior Advisory
Department: Tate Learning
Contract: Temporary for up to 12 months
Hours: Full-time
Reporting to: Convenor Adult Programme
Responsible for: Assistant 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.

Over the next five years Tate Learning aims to offer the highest quality programme with an international reputation, developed by the most expert team that has a profound understanding of both art and how to design and implement programmes that maximise learning experiences. Working with artists to explore this, the programme will invite and invent new ways of looking at art and reflect current shifts within artists' practice.

This project aims to reach beyond Tate's walls, through partnerships, campaigns and new platforms online. Through its exemplary programme, Tate Learning will be a catalyst for a deeper and wider engagement that makes art a genuine potential for all to enjoy.

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

Purpose of the Job

To implement Tate's Adult Programme as part of cross-site activity in line with Tate's Adult Programme Strategy.

Main Activities/Responsibilities

- Generate a high quality and innovative learning programme for adults.
- Work with Curatorial colleagues to develop and extend Tate's programme.
- Co-ordinate the management, planning, delivery, monitoring and evaluation of the various strands of the Adult Programme, in consultation and with the Programme Convenor.
- Support the development of a marketing and publicity strategy for the Adult Programme.
- Manage existing partnerships and investigate new networks.

- Support and provide training in your field of expertise for Tate staff or freelance artists working on your programme, as necessary.
- Carry out administration support for the programme, including financial administration and report writing.
- Line manage Assistant Curators in the Adult Programmes team.
- Support and lead events, where appropriate.
- Participate in the monitoring and evaluation of all programmes.
- Contribute to the development of research programmes with the Head of Learning Practice, Research and Policy and disseminate research to the wider cultural sector.
- Any other duties as required.

Person Specification

Essential

- A degree in art, education or a related subject or able to demonstrate the equivalent level of knowledge and thinking ability gained through experience.
- Proven experience of devising and co-ordinating innovative Adult Programmes within an arts or educational institution, with a particular emphasis on participatory practice.
- Knowledge and proven experience of an area of either historic, modern and contemporary British art and culture or international modern and contemporary art and culture.
- An up-to-date knowledge of how to design programmes that maximise learning experiences.
- Open to change and new ideas and evidence of the ability to reflect upon own practice and to make changes and improvements.
- A collaborative approach to team working.
- Experience of managing and developing staff and commissioning work from freelancers.
- Excellent organisational skills including demonstrable ability to plan and delivery projects to time and to budget.
- Experience of working with budgets.
- High degree of computer literacy – knowledge of Windows-based applications, able to use word-processing, database, spreadsheet, Internet and email applications.
- Excellent interpersonal skills with the ability to deal effectively and confidently at all levels, internally across departments and with external contacts.
- Excellent writing and editorial skills.
- A proactive approach to promoting the principles of equality and diversity in relation to learning.
- An interest in and commitment to the work of Tate.

Pay and Benefits

Type of Contract

This post is offered as a temporary contract for up to 12 months to cover maternity leave.

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 Senior Advisory Band of Tate's Pay Bands.

Minimum	+1	+2	+3	+4	+5	Target	Uncapped
£27,150	£27,750	£28,500	£29,500	£30,500	£31,625	£32,250	Uncapped

An appointment to this post will be made at the minimum of the band at £27,150 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

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.
- 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.

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 **Monday 30 April, 17:00.**

Our jobs are like our galleries, open to all.