



**Post:** Assistant Conservator, Paintings  
**Reference:** TG0570  
**Band:** Specialist  
**Department:** Conservation  
**Contract:** Temporary up to 12 months  
**Hours:** Full-time  
**Reporting to:** Conservator  
**Location:** Millbank & Southwark, London

## **Background**

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

Tate is a British institution with an international outlook. Tate is recognised as one of the leading art organisations in the world; welcoming over seven million visitors a year, and producing an internationally renowned series of programmes relating to displays, exhibitions and education. Tate holds the national collection of British art from 1500 and the national collection of international modern and contemporary art from 1900, including works of art and archival material. Tate is a family of four galleries, each with its own atmosphere, its own approach to programming and a unique history. In addition, Tate has two storage facilities: Tate Store, Southwark and Tate Store, Dean Hill.

At the heart of Tate is the Collection, currently numbering over 67,000 works spanning five centuries and providing a magnificent resource for all four Tate galleries as well as for galleries and museums internationally, nationally and regionally. It is shared with as wide an audience as possible and is constantly being developed and added to, consolidating it historically and tracking contemporary art as it evolves.

## **Conservation**

The Conservation department provides specialist conservation services to support the programme across Tate and is one of four departments in the Collection Care division. Specialist areas include Paintings & Frames, Sculpture, Paper, Time-based media and Conservation Science. The department is led by the Head of Conservation, Programme and the Head of Conservation, Collection - together, the department brings excellence and innovation to the care of Tate's Collection, preventing damage and deterioration and ensuring that the Collection is available for future generations to enjoy.

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

## **Purpose of the Job**

To assist in providing support and expertise for Tate sites and programmes including displays, exhibitions and loans, and undertaking treatments in the conservation of works of art in Tate's collection and care.

## **Main Activities/Responsibilities**

- Condition checking of works of art for display, exhibition and loan, and writing condition reports.
- Under supervision, preparing, caring for and treating works of art in Tate's Collection and care.
- Assisting with conservation support for the loans, displays and exhibition programmes at all Tate sites and external venues, including environmental monitoring and care of artworks while on display.
- Assisting with care of the Collection, including generating collections management data and reports.
- Providing recommendations for safe transport, handling, installation and display of works of art for Tate sites and loans programmes, advising staff as required.
- Undertaking preventive conservation such as environmental monitoring, integrated pest management and events management.
- Co-ordinating projects, liaising with conservators, conservation technicians, curators, art handlers, registrars and others as required.
- Undertaking courier activity, overseeing transport and installation of art works at Tate and non-Tate sites in the UK and abroad.
- Keeping up-to-date on current thinking and best practice in own specialist field of conservation through Continuing Professional Development.
- Sharing knowledge and expertise with others across the Conservation department.
- Support learning activities and initiatives contributing to public lectures, tours and publications.
- Contributing to raising the profile of conservation at Tate.
- Supporting studio activity and implementing Health and Safety measures pertaining to the requirements of the job.

## **Person Specification**

### **Essential**

- Professional qualification in conservation within specialist area or equivalent experience.
- Ability to undertake assessment, treatment and documentation of objects within the specialist area, for storage, transport and display.
- Demonstrable ability to conserve works to a high standard.
- Knowledge and understanding of the ethics and reasoning behind treatment choices.
- Effective communication and interpersonal skills, oral and written, with the ability to communicate to colleagues with and without a background in conservation.
- Good organisational skills and ability to work to tight deadlines.
- Ability to work effectively within a large and complex organisation, as part of a team or alone.
- Evidence of problem solving skills.

- Good end-user IT skills, including image processing and collection management database software.
- An interest and commitment to the work of Tate.

### **Desirable**

- Willingness to become accredited.
- Post-qualification experience.
- Awareness of Health & Safety regulations and COSHH.

### **Pay and Benefits**

#### **Type of Contract**

This appointment is offered on a temporary contract of 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. Some out of hours working and travel is required.

#### **Salary**

This post is graded in the Specialist Band of Tate's Pay Bands which is as follows:

<b>Minimum</b>	<b>+1</b>	<b>+2</b>	<b>+3</b>	<b>+4</b>	<b>+5</b>	<b>+6</b>	<b>+7</b>	<b>Ceiling</b>
£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.

#### **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 8.25% dependent 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](http://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/](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 in to your account.

The closing date for the submission of completed application forms is **23 June 2013, Midnight.**

*Our jobs are like our galleries, open to all.*