



Post: Assistant Curator, Performance
Reference: TG2177
Band: 4L
Department: Tate Modern Division
Contract: Permanent
Hours: Full time
Reporting to: Curator, International Art
Location: Bankside, London

Background

Tate aims to be the most artistically adventurous and culturally inclusive global art museum. We deliver this aim 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 British art from the 16th century to the present day, and international modern art from 1900 to the present day.

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 ensures the highest standard of content and delivery of this programme.

Purpose of the Job

To support the Senior Curator, International Art (Performance) and the Production Manager, Live & Film in the delivery of Tate Modern's performance programme and related events and projects. To support the development of Tate's collection of international art contributing to acquisitions of performance related art works.

Main Activities/Responsibilities

Organise temporary programmes at Tate Modern

- Contribute to and support the curatorial development and management of the Performance programme and projects reporting to the project leaders, or, on occasion and where appropriate, act as project leader.
- To work with external contractors including artists, performers, curators, designers, artist's agents, sponsors and fabricators.
- Handle requests for loans, and record data on The Museum System database (TMS).
- With the Production Manager, Live & Film, monitor budgets and contribute to the preparation of budget estimates; log, process and track invoices. Provide regular updates to project leader and senior team.

- Coordinate travel and itineraries for invited guests of Tate's Performance programme.
- Support the Production Manager, Live & Film in the logistics of staging the programme, ensuring regular liaison Tate wide according to project management processes.
- Arrange the documentation of the performances to include filming and photography.
- Assist with the preparation of material for press and marketing.
- Co-ordinate projects and smaller live art commissions at Tate Modern, ensuring appropriate and ongoing communication across departments to deliver projects successfully, within budget and to the highest standard as and when needed.
- Contribute to the online marketing of the programme including social media platforms.
- Contribute to interpretative materials and publications for the Performance programme.
- Assist in the preparation of written applications to grant-awarding bodies in relation to potential funding opportunities for the programme.
- When required participate in events such as talks, seminars and conferences.

Acquisition of performance related art for the Collection

- 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.
- Contribute research to the acquisition strategy as directed by the Senior Curator, International Art (Performance).
- 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 conservation, installation and display requirements of new acquisitions, liaising with the appropriate 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.

Organise commissions and displays at Tate Modern

- Contribute to the curatorial development and management of projects and commissions, reporting to the project leader, or on occasion where appropriate act as project leader.
- Handle requests for loans, and record data on The Museum System database (TMS).
- Monitor budgets and contribute to the preparation of budget estimates; log, process and track invoices. Provide regular updates to project leader and senior team.
- Liaise with tour venues for projects, providing timely information and budget estimates.
- Commission and manage external contractors including artists, curators, designers, artist's agents, sponsors, fabricators etc. for large and small-scale projects.
- Develop and refine installation layouts with the project leader and project team.
- Ensure regular liaison Tate wide according to exhibitions process.

Research

- When required undertake research for project leaders for Performance programmes and projects, including when appropriate contributions to catalogues.
- Propose artists and projects for smaller exhibition and programme strands where appropriate.
- Provide lectures, gallery talks, briefings to sponsors and press, and tours and talks for VIPs and Tate advocates.

To maintain departmental records and answer general internal and external enquiries

- Maintain project documentation both electronically and with paper files, including minute-taking and processing invoices.
- Review files and supervise transfer of material to gallery records.
- Answer enquiries from visitors and Tate colleagues in all departmental & programme matters, and act as a point of contact in the absence of the project leader.

Person Specification

Essential

- A broad knowledge of international twentieth century and contemporary art, with particular interest in performance and interdisciplinary practices.
- Proven work experience in a relevant field, whether paid or voluntary.
- Commitment to working with broad audiences.
- Well-developed interpersonal skills and the ability to work effectively as part of a team and to work collaboratively with colleagues across Tate.
- Excellent organisational and administrative skills including ability to plan and deliver projects on time, to budget and to a high standard.
- Proven ability to work on a number of projects at the same time with meticulous attention to detail.
- Experience of working with budgets.
- A flexible approach to work and the ability to work on weeknights and weekends for performance-related duties.
- Excellent communication skills, both written and verbal, including public speaking.
- Computer literacy – ability to use word-processing, internet, email, database and spreadsheet applications to support own workload. Training in the use of the specific applications used at Tate will be provided.
- Understanding of the principles of equality and diversity and the ability to apply and promote these in practice at work.
- An interest in and commitment to the work of Tate.

Summary of Terms and Conditions of Employment

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 – Monday to Friday.

Salary

This post is graded on Band 4L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £25,774 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 and Public Holidays

Annual leave is 25 working days per annum rising to 27 working days per annum after three years' service. In addition, we offer paid time off for the 8 public holidays and 1 Tate day (on 24 December when the galleries are closed).

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 currently offer a choice of two types of pension:

- **Alpha.** This is a defined benefit occupational pension scheme that currently has a member contribution rate which ranges from 4.6%-8.05% dependent on your salary. As your employer we meet the rest of the cost of the scheme. Further information about this can be found at www.civilservicepensionscheme.org.uk
- **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 or other Public Service pension schemes 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.
- 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.

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.

Diversity and Inclusion

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](#).

How to apply

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 into your account.

The closing date for the submission of completed application forms is **Thursday 13 December 2018 at midnight**.

Our jobs are like our galleries, open to all.

