



Job description

Job title	Curatorial Administration Apprentice
Department	Curatorial, Tate Britain
Contract	Fixed term contract for 18 months
Salary	£24,500 per annum
Hours	Full-time, 36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Finance & Administration Manager, Curatorial

Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this 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 the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

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

About the role

The next five years will see a shift in Tate's workforce to more closely reflect the UK population. This will require a step change in the attraction and selection of staff and the creation of more diverse talent pipelines for Tate and the sector. One of the ways Tate will achieve this is by creating apprenticeship opportunities that provide high-quality work-based learning experiences.

Tate is offering a unique and exciting apprenticeship opportunity within our Curatorial Department, Tate Britain. As a member of the Administration Team, the Curatorial Administrator Apprentice will carry out training on and off the job to achieve the Level 3 Business Administrator apprenticeship as part of your role. You will develop knowledge, skills and behaviours that are essential to help you effectively work with other Administrator colleagues to deliver efficient and effective administrative, financial and staff support services to the Curatorial department. As an apprentice you will spend 20% of your total time completing training as part of your apprenticeship. Each Administrator leads on a particular aspect of the service and/or takes responsibility for specific projects and initiatives across the division's range of activities. Specific responsibilities may vary over time. All members of the team provide cover for each other to ensure a high standard of customer service is maintained.

You will be an efficient administrator with good communication and financial skills, and the ability to prioritise a varied workload.

Government rules for all levy-funded apprenticeships at Level 3 and above state that an apprentice must achieve a Level 2 certificate in English and Maths (GCSE grade 9 to 4 or A* to C) before the apprentice takes their final apprenticeship assessment, known as the 'end-point assessment.' Therefore, as part of the enrolment process for your apprenticeship, you will need to participate in an online assessment provided by the apprenticeship training provider, which will identify which level of English and Maths you currently function at. If you have no prior GCSE or Functional Skills certificates of the required grades/ levels, and you score below a Level 2 in your initial assessment, your training provider will support you to achieve a Level 2 before the end of your apprenticeship and the learning for this will be incorporated in your overall training.

About your team

Tate Britain's Curatorial Department is responsible for developing a dynamic programme of changing displays and exhibitions to reflect, promote and embody Tate Britain's role as the world centre for the study and enjoyment of British art from 1500 to the present day.

You will play a key role in the Curatorial Department, carrying out a range of activities to support the Curatorial team. Whether you are acting as a first point of contact for enquiries, financial processing, and making travel bookings for the team, your days will be busy and interesting. You will undertake numerous administrative tasks, particularly working with budgets and financial software.

What you will do (Main Duties and Responsibilities)

- Undertake and successfully complete the Business Administrator apprenticeship training, including being willing to study to achieve the required Functional Skills Level 2 qualification for English and Maths as part of the apprenticeship if not already achieved, or if you do not already hold an equivalent GCSE English and Maths at minimum grade C.
- Carry out all general administration and record keeping, including maintaining and monitoring annual leave, attendance, overtime and time off in lieu records, private advisory forms, departmental memberships and subscriptions.
- Support the Curatorial department income and expenditure budget by collating and processing financial activity, including: raising requisitions, procurement card transactions,

expenses and updating the relevant expenditure spreadsheets. Monthly updating of all budget spreadsheets with management reports and support with reconciliations.

- Arrange accommodation bookings and per diems for shipping couriers, with close communication with the Registrars team. Additionally, support the Exhibition Assistants and Collection Assistant with national and international business trips including booking flights and hotels and producing itineraries. Booking taxis and couriers, when necessary.
- Maintain and enhance office systems to ensure they operate effectively and are kept up to date, ie office filing and transferring files to gallery records
- Prepare and arrange both internal and external meetings, as required.
- Order and dispatch catalogues to exhibition lenders / participants and internal Curatorial Department staff copies. Order all complimentary tickets and arrange out of hours access, when required.
- Support the Exhibitions Assistants and Collection Assistant with general office administration, including ordering and maintaining office supplies, and general office maintenance.
- Act as a point of contact for the department colleagues across Tate, and support with external enquiries.
- Provide general and flexible administrative support and assistance, as required.

What you will bring to the team

- Ability and willingness to attend and undertake the studying and coursework required to complete the Business Administrator ST0070 apprenticeship (Appendix A)
- GCSE English and Maths certificate at grade A* to C or equivalent Functional Skills Level 2 certificate in English and Maths, OR a willingness to learn to achieve this mandatory requirement during the apprenticeship
- Interest in developing administration skills
- Good interpersonal skills, able to work effectively and diplomatically with a range of people at all levels both internally and externally
- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect
- Accuracy and excellent attention to detail
- Ability to coordinate financial data and exceptional accuracy in recording, processing within departmental budgets, managing invoice payments and expenses
- Strong organisational skills with proven ability to plan and prioritise a varied workload and work positively under pressure to meet deadlines, operating under own initiative and collaboratively with a team
- Ability to set up and maintain efficient and effective administrative systems and procedures (paper-based and electronic)
- Understanding of the principles of equality and diversity and the ability to apply and promote these in practice at work.
- An understanding of the importance of confidentiality when dealing with every task.

Tate for all

Diversity and Inclusion

Our jobs are like our galleries, open to all.

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](#).

Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

Benefits

- Birthdays off each year
- 25 days leave per year, rising to 27 (pro rata for part time colleagues).
- A pension scheme with generous employer contributions.
- Life Assurance and Income Protection for DC scheme members.
- 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.

- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

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.

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 8 August 2024 by midnight.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.



Appendix A

Business Administrator Apprenticeship Standard

Overview of the role

Details of standard

Occupational profile

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes small and large businesses alike; from the public sector, private sector and charitable sector. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities.

The responsibilities of the role are to support and engage with different parts of the organisation and interact with internal or external customers. With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested. The flexibility and responsiveness required allows the apprentice to develop a wide range of skills.

The business administrator is expected to deliver their responsibilities efficiently and with integrity – showing a positive attitude. The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills. The business administrator is also expected to show initiative, managing priorities and own time, problem-solving skills, decision-making and the potential for people management responsibilities through mentoring or coaching others.

Skills	What is required (advancing key skills to support progression to management)
IT	Skilled in the use of multiple IT packages and systems relevant to the organisation in order to: write letters or emails, create proposals, perform financial processes, record and analyse data. Examples include MS Office or equivalent packages. Able to choose the most appropriate IT solution to suit the business problem. Able to update and review databases, record information and produce data analysis where required.
Record and document production	Produces accurate records and documents including: emails, letters, files, payments, reports and proposals. Makes recommendations for improvements and present solutions to management. Drafts correspondence, writes reports and is able to review others' work. Maintains records and files, handles confidential information in compliance with the organisation's

procedures. Coaches others in the processes required to complete these tasks.

Decision making Exercises proactivity and good judgement. Makes effective decisions based on sound reasoning and is able to deal with challenges in a mature way. Seeks advice of more experienced team members when appropriate.

Interpersonal skills Builds and maintains positive relationships within their own team and across the organisation. Demonstrates ability to influence and challenge appropriately. Becomes a role model to peers and team members, developing coaching skills as they gain area knowledge.

Communications Demonstrates good communication skills, whether face-to-face, on the telephone, in writing or on digital platforms. Uses the most appropriate channels to communicate effectively. Demonstrates agility and confidence in communications, carrying authority appropriately. Understands and applies social media solutions appropriately. Answers questions from inside and outside of the organisation, representing the organisation or department.

Quality Completes tasks to a high standard. Demonstrates the necessary level of expertise required to complete tasks and applies themselves to continuously improve their work. Is able to review processes autonomously and make suggestions for improvements. Shares administrative best-practice across the organisation e.g. coaches others to perform tasks correctly. Applies problem-solving skills to resolve challenging or complex complaints and is a key point of contact for addressing issues.

Planning and organisation Takes responsibility for initiating and completing tasks, manages priorities and time in order to successfully meet deadlines. Positively manages the expectations of colleagues at all levels and sets a positive example for others in the workplace. Makes suggestions for improvements to working practice, showing understanding of implications beyond the immediate environment (e.g. impact on clients, suppliers, other parts of the organisation). Manages resources e.g. equipment or facilities. Organises meetings and events, takes minutes during meetings and creates action logs as appropriate. Takes responsibility for logistics e.g. travel and accommodation.

Project management Uses relevant project management principles and tools to scope, plan, monitor and report. Plans required resources to successfully

deliver projects. Undertakes and leads projects as and when required.

Knowledge	What is required (in-depth knowledge of organisation and wider business environment).
The organisation	Understands organisational purpose, activities, aims, values, vision for the future, resources and the way that the political/economic environment affects the organisation.
Value of their skills	Knows organisational structure and demonstrates understanding of how their work benefits the organisation. Knows how they fit within their team and recognises how their skills can help them to progress their career.
Stakeholders	Has a practical knowledge of managing stakeholders and their differing relationships to an organisation. This includes internal and external customers, clients and/or suppliers. Liaises with internal/external customers, suppliers or stakeholders from inside or outside the UK. Engages and fosters relationships with suppliers and partner organisations.
Relevant regulation	Understands laws and regulations that apply to their role including data protection, health & safety, compliance etc. Supports the company in applying the regulations.
Policies	Understands the organisation's internal policies and key business policies relating to sector.
Business fundamentals	Understands the applicability of business principles such as managing change, business finances and project management.
Processes	Understands the organisation's processes, e.g. making payments or processing customer data. Is able to review processes autonomously and make suggestions for improvements. Applying a solutions-based approach to improve business processes and helping define procedures. Understands how to administer billing, process invoices and purchase orders.
External environment factors	Understands relevant external factors e.g. market forces, policy & regulatory changes, supply chain etc. and the wider business impact. Where necessary understands the international/global market in which the employing organisation is placed.

Behaviours	What is required (Role-model behaviours and positive contribution to culture).
Professionalism	Behaves in a professional way. This includes: personal presentation, respect, respecting and encouraging diversity to cater for wider audiences, punctuality and attitude to colleagues, customers and key stakeholders. Adheres to the organisation's code of conduct for professional use of social media. Acts as a role model, contributing to team cohesion and productivity – representing the positive aspects of team culture and respectfully challenging inappropriate prevailing cultures.
Personal qualities	Shows exemplary qualities that are valued including integrity, reliability, self-motivation, being pro-active and a positive attitude. Motivates others where responsibility is shared.
Managing performance	Takes responsibility for their own work, accepts feedback in a positive way, uses initiative and shows resilience. Also takes responsibility for their own development, knows when to ask questions to complete a task and informs their line manager when a task is complete. Performs thorough self-assessments of their work and complies with the organisation's procedures.
Adaptability	Is able to accept and deal with changing priorities related to both their own work and to the organisation.
Responsibility	Demonstrates taking responsibility for team performance and quality of projects delivered. Takes a clear interest in seeing that projects are successfully completed, and customer requests handled appropriately. Takes initiative to develop own and others' skills and behaviours.

Duration

The apprenticeship will typically take between 12 and 18 months to complete.

Level

This apprenticeship standard is at Level 3.

Qualifications

Where a business administrator has not already achieved Level 2 English and Maths, they must do so before taking the end-point assessment.

