



Post: Exhibitions Registrar
Reference: TG2565
Band: 3R
Department: Exhibitions and Displays
Contract: Permanent
Hours: Full-time
Reporting to: Senior Curator
Responsible for: Assistant Exhibitions Registrar
Location: Albert Dock, Liverpool

WHO WE ARE AND WHAT WE DO

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 British art from the 16th century to the present day, and international modern art from 1900 to the present day.

Based on the Royal Albert Dock since 1988, Tate Liverpool is one of the UK's largest galleries of modern and contemporary art outside London, showing the Tate Collection of modern and contemporary art in new and innovative ways, alongside ambitious special exhibitions.

The Tate Liverpool Exhibitions and Displays department is responsible for the delivery of its programme of exhibitions and collection displays. This includes developing and researching ideas for the programme, working with artists, commissioning artworks, co-ordinating and arranging packing, transport, shipping and insurance for loan works, administering the Government Indemnity Scheme, producing interpretative materials, writing and editing catalogues, panels and labels.

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

ABOUT THE ROLE

To plan, organise and manage the packing, transport and insurance arrangements for loans from external lenders for the temporary exhibitions, displays and international and national exhibition tours. Exhibitions Registrar will need to work within deadlines, to international museum standards and to lenders' specifications and be as cost effectively as possible.

WHAT YOU WILL DO AS EXHIBITIONS REGISTRAR

Programme Coordination

- Work in a spirit of collaboration with the colleagues across departments to deliver the annual exhibition and collection displays programme.
- Support the successful delivery of the exhibition programme within available resources by advising on transport and installation costs.
- Coordinate the exhibition and displays installation schedule in collaboration with the Art Handling Manager.

Manage loans negotiation and movement of works of art

- Negotiate and scrutinise loan agreements and conditions, including terms of loan for insurance, indemnity, transport, packing and environmental conditions.
- Collaborate with colleagues across Tate sites to achieve a consistency of approach in the negotiation of lender's conditions.
- Devise and implement schedules for the inward and outward movement of works of art, in consultation with lenders, other Tate sites and Collection Registrars, tour partner institutions, transport agents, art handling manager, curators, conservators and art handlers.
- Provide detailed consideration to the individual requirements of works of art, including packing, routing, access, security, environmental requirements and negotiating with colleagues across departments as necessary to ensure these are maintained.
- Ensure arrangements are always carried out to international museum standards and agreed lender requirements.
- Undertake risk assessment reviews in the movement of art loans.
- Hold responsibility as Civil Aviation Authority Known Consignor Site Representative for Tate Liverpool. Ensure compliance with all related legislation and procedures.

Commission fine art transport and budget management

- Compare, evaluate, negotiate and commission fine art transportation agents (within Tate's 'Transport Framework and Agreement' and European Procurement Laws), for the delivery and despatch of individual works of art and for entire exhibitions (and tours where necessary).
- Monitor performance and delivery of appointed transport agents.
- Provide information for customs import and export and Department of Trade and Industry licensing.
- Ensure that Tate complies with Government regulations on use of temporary import facility and export licensing requirements.
- Contribute to successful budget management by closely monitoring exhibition transport costs in collaboration with project curators and budget holders.

Arrange Government Indemnity and Insurance

- Ensure all loans to Tate are adequately insured, either by making an application for Government Indemnity or by obtaining commercial insurance in compliance with relevant standards.
- Collaborate with colleagues at all levels to ensure Government Indemnity Scheme guidelines are met, particularly in regards display, security and environmental conditions.
- Where required, administer any claims.

Document the location of works of art

- Ensure procedures are adhered to for the receipt and despatch of works of art to/from Tate sites.
- Maintain quality and currency of data in Tate's collections management database (TMS) and in paper records of artworks onsite, delegating to the Assistant Exhibitions Registrar as appropriate.
- Work with the Art Handling Manager and Assistant Exhibitions Registrar to undertake regular physical audits of galleries and storage areas.
- Advise on contracts made with tour venues for Tate originated and for 'received' exhibitions for transport and insurance clauses only.

Coordinate Exhibition Touring

- In liaison with the Head of Programme Delivery provide transport and crating estimates and advise on costs and contracts made with tour venues for Tate originated and 'received' exhibitions.
- Collaborate with touring partners in managing transport and insurance arrangements and courier requirements.
- Monitor the tour transport and insurance budget and keep the project curator, Head of Programme Delivery and tour partners, informed of any changes.
- Contribute to decisions regarding tour expenditure shares for transport and insurance within project budgets.
- Participate in the process of the reconciliation of the shared costs with the tour venues

Other Duties

- Line manage the Assistant Exhibitions Registrar, monitoring performance through regular meetings and performance and development planning.
- Make arrangements for couriers including travel, accommodation, per diem and schedules and delegating these to the Assistant Registrar or Exhibitions Assistant as appropriate.

WHAT YOU WILL BRING TO THE ROLE

- A proven track record of managing loans, arranging transport and insurance for temporary exhibitions.
- Demonstrable experience of working to international museum standards for transportation, packing, handling and environmental requirements and negotiating loans and associated contracts
- Significant experience of financial administration and budget management.
- Understanding of arranging government indemnity and commercial insurance.
- Able to work collaboratively and effectively with colleagues and external contacts within a gallery/museum or similar environment.
- Excellent project management skills and demonstrable evidence of the ability to plan and prioritise work to meet agreed standards, deadlines and budgets.
- Highly effective written and oral communication and influencing skills - able to understand and negotiate complex documents, develop effective working relationships and inspire confidence from people at all levels.
- High degree of computer literacy

- Good knowledge of United Kingdom and European Union procurement legislation.
- Good knowledge of import/export customs regulations and export licensing issues.
- A flexible approach to work and, with appropriate notice, the ability to undertake international travel with short periods away from the office.
- Understanding of the principles of inclusion and diversity, and experience of proactively applying and promoting 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. The nature of your work may require occasional out of hours working, including evenings and weekends. Additionally, there will be time where you will work away from the office and undertake international travel. This will be arranged with appropriate notice.

Salary

This post is graded on Band 3R of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £30,106 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 5 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 **Sunday, 9 February 2020 at midnight**. Interviews will be held on **19 February 2020**.

Our jobs are like our galleries, open to all.

