



**Post:** Records Management and Archives Researcher  
**Reference:** TG1929  
**Band:** 3L  
**Department:** Library, Archive and Collection Access  
**Contract:** Fixed-term, 3 years  
**Hours:** Part-time  
**Reporting to:** Records Manager  
**Location:** Millbank, 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.

## **Collection Care**

Collection Care's mission is to manage, preserve and enable access to Tate's collections in both physical and digital format. The division carries out Tate's legal responsibilities for the care of its collections, for the benefit of the public, now and in the future. Its operations embrace the management and care of Tate's art, archive and library collections and the facilitation of Tate's programmes of acquisitions, exhibitions, displays, loans and international touring. Collection Care comprises three departments: Collection Management, Conservation and Library, Archive & Collections Access. It manages storage facilities and provides access to art works held in storage by appointment and to the Library, Archive and Prints & Drawings collections through its Reading Rooms' services.

## **Library, Archive and Collections Access**

The Library, Archive and Collections Access department brings excellence and innovation to the care of Tate's collections. The department seeks to engage a wide and diverse audience in the rich primary and secondary material held within its collections, supporting Tate staff and the wider public in research and scholarship and adding context and meaning to art works within and beyond Tate's collections. The department is responsible for records management across Tate.

## **Tate Archive**

Tate Archive, established as a publicly accessible collection in 1970, has built up an unparalleled collection of unpublished and semi-published material on artists, art world figures and organisations active in Britain from 1900. Tate Archive serves as the national repository for fine art archives in the UK. Tate Archive contains a wide range of material from personal correspondence, diaries,

notebooks, sketchbooks, models and other works of art to ephemera, posters, photographs, press-cuttings and audio-visual material. It has particularly strong holdings of artists, art historians, art critics and writers as well as the records of institutions and exhibiting bodies, a number of commercial galleries and periodicals. We are seeking ways to maximise this intellectual asset by promoting the Archive for research and display, to Tate staff and an increasingly wider external audience, and have recently undertaken a major archive digitisation project.

## **Records Management**

Tate is a designated Public Record body under the Public Records Act 1958, under the supervision of The National Archives. All information created at Tate is managed through the provisions of the Public Records Act. The Records Management team is responsible for records management, both electronic and paper, across all five Tate sites. The team manages a central records store for Tate and maintains a number of key current records series, including the Director's correspondence and files documenting the acquisition, conservation, cataloguing and display of artworks in the Tate Collection. Tate has a delegated statutory responsibility for its own public records under the 1958 Public Records Act, as a 'place of deposit' under the supervision of The National Archives. The Records Management team is accordingly responsible for preserving and making accessible Tate's own institutional archives since the Gallery's foundation in 1897.

## **Tate Research**

Tate Research is part of the Tate Learning and Research Directorate and is central to realising Tate's research ambitions, working with all Tate divisions and galleries to create a vibrant and rigorous research infrastructure and programme of pioneering research. Tate is a leading centre for research in art history, curatorial practice, collection care, conservation, museology and learning. Tate Research acts as a hub to support research activity across all Tate sites, departments and divisions, working with a broad range of partners, including practitioner researchers and academic scholars, it arranges research events, projects and exchanges, and hosts Research Fellows and doctoral students.

Established in 2006, following recognition of the museum as an Independent Research Organisation by the Arts and Humanities Research Council, Tate Research leads and supports research across the organisation. In line with Tate's ambition to be more entrepreneurial and sustainable, the department also raises funds to support research.

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

This position will form a key part of the research team that will deliver a major Andrew W. Mellon Foundation funded research project 'Reshaping the Collectible: When Artworks Live in the Museum'. Centred on six case studies, the research asks how artworks which unfold over time, exist in multiple forms, depend on social and technological networks outside the museum and blur the boundaries between archive, record and artwork can live in the museum.

You can find further information about the project on our website: <http://www.tate.org.uk/about-us/projects/reshaping-the-collectible>

## **Purpose of the Job**

To lead on the research associated with records management and archives for the project ‘Reshaping the Collectible: When Artworks Live in the Museum’ with support from the Records Management and Archives teams to ensure that their expertise effectively contributes to the research, liaising with Tate’s Gallery Records Manager, Archivist and the Head of Collection Care Research.

## **Main Activities/Responsibilities**

- Write a ‘state of the art’ report and provide an analysis of current systems and practices currently in use with input from Tate’s archivist, the Head of Library, Archive & Collection Access as well as Tate’s Gallery Records Manager.
- Carry out research relevant to the status of works of art that question the boundaries between the record, archive and artwork liaising closely with the Project Lead and other members of the project team working closely with Tate’s archivist, the Head of Library, Archive & Collection Access as well as Tate’s Gallery Records Manager.
- Develop an understanding of the records management needs of the conservators, curators and researchers working with cutting edge forms of artistic practice at Tate.
- Develop an understanding of the needs of the case studies with regards their record, considering material in all forms.
- Support the development of specifications for an electronic document and records management system (EDRM) in relation to the case studies.
- Support the requests from the post-doctoral Researcher, the Collection Registrar and the Conservation Fellow for retrieval of relevant public records and manage the project records.
- Support the communication and dissemination of the project both for material developed for general audiences by supporting the development of material for a range of formats including online text, working papers, didactic displays and online video.
- Support the communication and dissemination of the project to professional audiences by presenting at conferences and writing for professional journals and newsletters.
- Share knowledge and expertise developed in relation to the research with others across the Archive and Records Management teams.
- Contribute to the ongoing evaluation of the broader research project.
- Actively participate in the implementation team to ensure the delivery of the research project in close liaison with the Project Lead and the Project Manager including; delivering agreed outputs, meeting deadlines, contributing to meetings and dissemination, engaging with the wider research, championing the work being carried out internally and externally.

## **Person Specification**

### **Essential**

- A degree or post-graduate qualification in records management, information management or archives.
- Experience of managing records in a wide range of media, including electronic records and experience of cataloguing.
- Experience of conducting practice based or academic research.
- Experience of constructing file plans for records.

- Excellent project management skills and demonstrable evidence of the ability to work to agreed standards and deadlines.
- Excellent communication skills, written and oral, with the ability to persuade and influence at all levels, including the effective delivery of training.
- Knowledge of relevant legislation, including the Freedom of Information Act and Public Records Acts.
- Knowledge of cataloguing standards and computerised cataloguing systems.
- Knowledge and interest in contemporary art and commitment to the work of Tate.
- Flexibility and the ability to work as part of a team.
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect.

### **Desirable**

- A record of publishing in peer-reviewed journals or professional publications.
- Experience of working in an arts environment.
- Experience of using EDRMs (Electronic Document and Records Management systems)

## **Summary of Terms and Conditions of Employment**

### **Type of Contract**

This appointment is offered on a part-time fixed-term contract of 3 years.

### **Working Hours**

Normal working hours for this post are 21.6 hours (3 days) per week – Monday to Friday.

### **Salary**

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

An appointment to this post will be made at the minimum of the band. Accordingly, the starting salary for this post will be £18,672 per annum (ie pro rata to the full-time equivalent of £31,120 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**

Your annual leave entitlement will be at the rate of 15 working days in a complete "annual leave year" (ie pro rata to the full-time equivalent entitlement of 25 working days per annum).

In addition, we offer paid time off for the 8 paid public holidays and 1 Tate day (on 24 December when the galleries are closed) on a pro rata basis according to the number of hours worked per week, and the duration of the contract.

## **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](http://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.
- 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.

## **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/](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 **Monday, 9 April 2018 by 17.00**. Interviews will be held on **Thursday, 19 April 2018**.

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

