



Post: Exhibitions Project Manager
Reference: TG2311
Band: 3L
Department: National and International Partnerships
Contract: Permanent
Hours: Full-time
Reporting to: Head of International Collection Exhibitions
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.

The National and International Partnerships team works with colleagues across Tate and in partnership with museums, galleries and visual arts organisations across the UK and globally, to build networks and share programmes and expertise. Within the UK, this is done through a variety of exchange programmes such as ARTIST ROOMS; Plus Tate; the British Art Network and associated projects such as Aspire. Internationally, this includes a touring programme of exhibitions drawn from Tate's Collection; the Brooks International Fellowships scheme; and a number of international consultancy and training programmes.

The international touring programme of Tate Collection exhibitions has been established to share the national collections of British and International art with global audiences, helping to build the museum's brand and reputation, generate income for Tate, and forge new institutional partnerships. Whereas each of the four Tate galleries manages its own touring programme of loan exhibitions, the National and International Partnerships team manages this programme of bespoke Tate Collection exhibitions for international partner institutions.

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

Purpose of the Job

To project manage the delivery of Tate Collection touring exhibitions from concept stage to delivery at partner institutions, working across all relevant internal departments (Collection Care, Tate Enterprises, Curatorial, Design, Legal) and liaising with external partners to ensure the smooth delivery of international exhibition tours.

Main Activities/Responsibilities

- Responsible for working across Tate to develop and manage exhibition projects from concept to delivery at partner institutions internationally.
- The main point of contact for external partners, maintaining excellent relationships with key contacts and stakeholders for each exhibition.
- Develop close working relationships with a number of colleagues across Tate and external partners for the duration of a project.
- Lead and manage exhibition Project Teams, scheduling meetings and liaising with internal and external members of the team. Ensure the smooth execution and maintenance of exhibitions
- Set and manage project budgets, ensuring that exhibitions are delivered within the specified budget, through efficient forecasting and budget administration.
- Identify project risks and advise on mitigation measures with guidance from the Head of International Collection Exhibitions.
- Set and monitor project schedules, ensuring key deadlines are met by all parties.
- Manage all project administration and assist the Head of International Collection Exhibitions with general administrative tasks, as required.
- Provide strategic support for the Head of International Collection Exhibitions in department planning tasks, review of management processes, and in the creation and development of the departmental plan.
- Support the Project Curators, with the creation of list of works, offer guidance on exhibition and catalogue texts, ensuring that materials are produced in line with Tate standards.
- Review all exhibition materials created by host venues and ensure that works are displayed as per the Tate's terms and conditions
- Ensure delivery of exhibition materials (text, images etc.) to host venue.
- Ensure host venues comply with the terms of the exhibition agreements.
- Ensure effective communication across Tate on all aspects of exhibition management of the projects. This includes chairing project meetings and ensuring all subsequent agreed actions are complete.

Person Specification

Essential

- Demonstrable experience in managing and successfully delivering complex projects within a museum or gallery context.
- Proven management skills with the flexibility to work independently and collaboratively as part of a team and across a complex organisation and achieve results.
- Excellent project management skills including scheduling, deadline and risk management and issue resolution.
- Outstanding interpersonal skills with the ability to communicate, influence and negotiate with a wide variety of stakeholders and manage different types of relationships.
- Exceptional budget and resource management skills, with the ability to set and manage budgets and ensure that expenditure targets are met.
- Excellent organisation and administrative skills, with ability to prioritise and coordinate multiple activities to meet deadlines.

- Excellent communication skills with an approachable, professional and diplomatic manner.
- Demonstrable excellence in verbal and written communication and presentation.
- Well-developed interpersonal skills with the ability to work effectively with staff at all levels and from all disciplines and proven ability to build solid working relationships with internal and external colleagues.
- Self-motivated with the ability to work well under pressure and on several projects at once.
- Knowledge of museum-standard handling, packing, transport, display and installation requirements.
- Awareness of issues of equality and cultural diversity as they affect the work of a major museum and ability to act in ways that support equality and diversity, including treating all those you come into contact with dignity and respect.
- Ability to encourage, inspire and motivate others and lead project teams.
- Willingness to travel abroad.
- An interest in and commitment to the work of Tate and knowledge of Tate's collection as well as an interest in British, modern and contemporary art.

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 3L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £31,742 per annum.

In addition, this post will attract a market rate allowance of £3,000 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 **Sunday, 28 April 2019 at midnight**.

Our jobs are like our galleries, open to all.

