



## Job description

Job title	Head of Exhibitions and Displays
Department	Exhibitions and Displays
Contract	Permanent
Salary	£45,000 per annum
Hours	Full-time, 36 hours per week
Location	Albert Dock, Liverpool
Reporting to	Director
Responsible for	Exhibition and Displays Curator, John Ellerman Curator, Assistant Curator and Programme Assistant

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

Located on the Albert Dock since 1988, Tate Liverpool is one of the largest galleries of modern and contemporary art outside of London, showing the Tate Collection of modern and contemporary art in new and innovative ways alongside ambitious temporary exhibitions.

The Exhibitions and Displays department is responsible for curating and delivering 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, producing interpretative materials, writing and editing catalogues, panels and labels. The focus of Tate Liverpool's vision is on connecting with our audience and promoting the civic role of a gallery, and in particular the new possibilities for partnerships between artists, art and audiences in the twenty first century. The Exhibitions and Displays department works closely with the Learning department to devise a programme in line with these principles.

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

## About the role - Purpose of the Job

- With Head of Learning, lead the development and implementation of the Tate Liverpool programme, working closely with the Director, Head of Programme Delivery and wider Senior Management Team.
- To work with Director, Head of Programme Delivery and Senior Management team on the conception, management and implementation of a dynamic programme of exhibitions and displays to reflect, promote and embody the gallery's vision to generate new knowledge with our visitors through art
- To lead a team of curators supervising the planning and implementation of an integrated creative programme, working in partnership with the audience

## About your team

The postholder heads the Exhibitions and Displays team which works with the Learning team to shape an integrated programme. The E&D teams includes one f/t and 2p/t Curators, two Assistant Curators and a Team Assistant.

## What you will do (Main Duties and Responsibilities)

### Curatorial

- With Head of Learning, lead the development and implementation of an on-going programme of exhibitions, displays and other projects up to five years ahead adhering to the Director's steer.
- Ensure intellectual and curatorial rigour across Exhibitions and Displays. coordinate and support colleagues in devising exhibitions, displays and other projects, oversee budgets, plans and schedules and approve installation plans prior to directorial sign off.
- Research, develop and curate exhibitions and displays of different scales as required
- Solicit, assess and advise on exhibition and display proposals.
- Develop, contribute to, edit and oversee, in collaboration with Tate Publishing, the delivery of Tate Liverpool publications.
- Work in collaboration with the Learning team to ensure successful joint planning and realisation of an integrated programme
- Negotiate loans and liaise with artists, lenders, exhibition designers and contractors
- Manage the Exhibitions and Displays budget including the monitoring of individual budgets
- With the Head of Programme Delivery, secure national and international tour venues/ partnerships for Tate Liverpool generated exhibitions
- Manage contracts relating to commissions, exhibitions, touring and external advisors
- Work as part of the Senior Management team to shape and deliver the vision for Tate Liverpool and provide visible leadership extending across the wider organisation
- Work collaboratively with the Head of Learning to co-devise public programme, contributing to talks and presentations when appropriate.

### Departmental

- Provide leadership and pastoral care to the Exhibitions and Displays team creating a sense of team spirit, a healthy and safe work environment and an innovative, scholarly sound and collaborative curatorial vision

- Ensure appropriate liaison and communication with other departments, divisions and sites ensuring a timely flow of information and effective decision making
- Develop and support colleagues in developing relationships with artists, dealers, collectors, scholars and other museum professionals in the city, nationally and internationally.
- Liaise with the Content Editor and the Media and Audiences department in the production of interpretative material and the delivery of an effective marketing strategy
- Produce and edit departmental content (reports, presentations, etc) for the director, Advisory Groups and committees and Trustees
- Monitor curatorial travel, outside activities and any conflicts of interest

#### Other responsibilities

- Represent Tate Liverpool at cross-site Tate meetings
- Promote Tate Liverpool programmes within the city, nationally and internationally
- Support the Development team in fundraising initiatives as well as sponsor maintenance and donor cultivation
- Ensure Tate Liverpool's commitment to Equality and Diversity is represented throughout the programme
- Increase expertise in specialist areas and maintain a wide network by visiting exhibitions, writing papers and articles, giving lectures and attending conferences

## What you will bring to the team

#### Essential

- A relevant degree and post-graduate degree in the History of Art or other related field along with sound and demonstrable knowledge of both modern and contemporary art OR a minimum 5 years' experience working as a curator.
- Track record of curating exhibitions of varying sizes and types, including major loan exhibitions, proven curatorial excellence and an experimental attitude and demonstrable experience of working with collections and commissioning living artists.
- Enterprising, able to develop a programme that meets the demands of quality and commercial viability and to manage the delivery of projects on time and to budget.
- Able to manage people and activity including the ability to delegate effectively and have an open attitude to collaboration and to effective curatorial teamwork.
- Team player with excellent interpersonal skills and the ability to communicate effectively with a wide range of people
- Excellent organisational, planning and project management skills.
- An understanding of conservation issues in relation to programme exhibitions and displays and the ability to manage risk effectively.
- An understanding of the opportunities for income development in relation to fundraising within the sector and able to lead fundraising strategies when required.
- Ability and willingness to travel and to attend out of hours functions as required.
- An interest in and commitment to the work of Tate.

#### Desirable

- Fluent in speaking and writing at least one foreign language.
- Knowledge of Tate's Collection.

The requirements listed here are guidelines, not hard and fast rules. You don't have to satisfy every requirement and we welcome candidates who bring transferable skills. Applying gives you the opportunity to be considered.

## 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 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.

## 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 into your account.

The closing date for the submission of completed application forms is Tuesday 30 May 2023 by midnight.

