



Internship Title: Exhibitions and Displays Intern
Reference: TG2309
Department: Exhibitions and Art Handling
Hours: 21.6 hours (3 days) per week
Duration: 3 months
Location: Tate Liverpool, Liverpool

About Tate

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.

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

Internships at Tate

Our internship programme aims to offer structured work-based learning opportunities to support career development and to open up opportunities for working in the arts sector.

Previous experience of working in a museum or gallery is not a requirement to undertake an internship at Tate. Our aim is to attract people to join us as interns who might not have thought about working in our sector before or who have not had the opportunity to experience what this might be like. We want to offer these opportunities to those people who would benefit most from an internship at Tate both in terms of furthering their personal or professional development and who, in return, would have a new and different perspective to bring to our work.

Through our internship programme we want to open up working to Tate to people from all backgrounds and increase the diversity of our workforce. We encourage applications from those from black, ethnic minority and disabled applicants as these groups are currently underrepresented in our sector.

Internships in our Exhibitions and Art Handling Department

Our Exhibitions and Art Handling department at Tate Liverpool is an exciting place to be. We create a series of special exhibitions and collection displays, to showcase the best in contemporary and modern international art. Many of our exhibitions and displays also tour other venues, nationally and internationally.

An opportunity has arisen for an Exhibitions and Displays Intern to support our forthcoming programme, and gain hands-on experience at the heart of our curatorial processes.

During your internship you will have the opportunity to participate in some of the most exciting curatorial work nationally and internationally in a really stimulating environment. This will in turn give you a number of formal and informal learning opportunities that will assist you with your future career.

What this internship will give you the opportunity to do and learn

By the end of your internship you will be able to:

- Assist on loan paperwork and administration for upcoming winter 2019 exhibitions, opening December 2019 (*Theaster Gates* and *Vivian Suter*), and assist in the loan research and request process for further exhibitions in the future programme
- Maintain TMS (The Museum System) exhibition records for *Theaster Gates and Vivian Suter*, and contribute towards similar records for exhibitions in the future programme
- Work with the Senior Curator, Curator and Assistant Curators to support the delivery and installation of *Theaster Gates* and *Vivian Suter* by assisting with installation planning and development, researching and producing print material for the exhibitions' interpretation, and shadowing the Curator and Assistant Curator during the exhibitions' installation period in Tate Liverpool's fourth floor and Wolfson galleries.
- Undertake training in TMS, Excel and Sketch Up.

To support you to acquire the skills and experience above you will have the opportunity to learn about and undertake the following activities and tasks:

To apply for the Internship you will need to

- Demonstrate that you will benefit from the opportunity and how it will help you to build a better future.
- Be willing to learn
- Be enthusiastic and have a 'can do' attitude
- Be dependable, work hard and be committed to getting the job done
- Have the ability to communicate clearly
- Work well with other people and as part of a team
- Be adaptable and flexible when dealing with different tasks
- Be able to think clearly, respond calmly when problems arise and contribute to solutions
- Make a commitment for the whole internship placement
- Have an interest in modern and contemporary art
- Have good attention to detail

What we are offering

The internship opportunity is available for a period of 3 months commencing in September 2019.

You will be required to work 3 days (21.6 hours) per week for the duration of the internship.

You will receive an allowance paid at the rate of £9.00 per hour in accordance with the UK Living Wage.

For the duration of your internship you will be entitled to accrue paid holiday on a pro rata basis to the full time equivalent of 28 working days paid holiday per year. This is inclusive of bank holidays.

Other benefits include:

- 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 and further information

Please visit: www.tate.org.uk/about/workingattate/ and apply online by creating an account and 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.

As part of your application we will ask you to provide examples of how you meet the criteria set out in the section above 'To apply for the Internship you will need to'. These examples could be from any aspect of your life, including work (voluntary or paid), education and social life. For more information please see our Guidance Notes for Internship Applicants.

If you need an application form in an alternative format to online, 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 **Sunday 11 August, midnight**

