



Post: Assistant Sculpture and Installation Conservator
Reference: TG1176
Band: 4L
Department: Conservation - Sculpture and Installation Art
Contract: Permanent
Hours: Full-time
Reporting to: Conservator
Location: Millbank and Southwark, 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.

Tate is a British institution with an international outlook. Tate is recognised as one of the leading art organisations in the world; welcoming over seven million visitors a year, and producing an internationally renowned series of programmes relating to displays, exhibitions and education. Tate holds the national collection of British art from 1500 and the national collection of international modern and contemporary art from 1900, including works of art and archival material. Tate is a family of four galleries, each with its own atmosphere, its own approach to programming and a unique history. In addition, Tate has two storage facilities: Tate Store, Southwark and Tate Store, Dean Hill.

At the heart of Tate is the Collection, currently numbering over 70,000 works spanning five centuries and providing a magnificent resource for all four Tate galleries as well as for galleries and museums internationally, nationally and regionally. It is shared with as wide an audience as possible and is constantly being developed and added to, consolidating it historically and tracking contemporary art as it evolves.

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 at Tate Britain.

Conservation

The Conservation department brings excellence and innovation to the care of Tate's collections, preventing damage and deterioration and ensuring that the objects in its care are available for future generations to enjoy. The department provides specialist conservation services to support the programme across Tate and the long-term care of the collection. The areas include: Paintings, Frames and Workshop; Sculpture and Installation; Paper and Photographs; Time-based Media; Conservation Science and Preventive Conservation.

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

Purpose of the Job

To assist in providing support and expertise for Tate sites and programmes including acquisitions, displays, exhibitions and loans, and undertaking treatments in the conservation of works of art in Tate's collection and care.

Main Activities/Responsibilities

- Conservation support for the loans programme across all Tate sites and external venues.
- Condition checking of works of art for display, exhibition and loan, and writing condition reports.
- Under supervision; preparing, caring for and treating works of art in Tate's Collection and care.
- To advise on of packing requirements required for artworks.
- An understanding and knowledge of recommendations for safe transport, handling, installation and display of works of art for Tate sites and loans programmes, advising staff as required.
- Assist with care of the Collection, including updating of spreadsheets and input into generating collections management data and reports.
- Co-ordinate projects, liaising with conservators, conservation technicians, curators, art handlers, registrars and others as required.
- Undertake courier activity, overseeing transport and installation of art works at Tate and non-Tate sites in the UK and abroad.

Collections Care and Preventive Conservation Activity

- Support studio activity and implementing Health and Safety measures pertaining to the requirements of the job.
- Undertake preventive conservation such as environmental monitoring, integrated pest management as requested.
- Liaise with Conservation and Art Handling Technicians to ensure media and equipment are safely packed and installed.

Support for Tate's Programmes

- Participate in programme teams and team meetings providing advice and recommendations as requested.
- Assist conservators in delivering the programme on time and within budget.
- Provide accurate time and cost estimates for your activities.

- Provide display specifications and recommendations for safe transport, handling, installation and display of works of art as requested.
- Support the wider Sculpture and Installation team as requested.

Public and Professional Activities

- Keep up-to-date on current thinking and best practice in own specialist field of conservation through Continuing Professional Development.
- Share knowledge and expertise with others across the Conservation department.
- Support learning activities and initiatives contributing to public lectures, tours and publications.
- Contribute to raising the profile of conservation at Tate.

Person Specification

Essential

- Professional qualification in conservation (Sculpture or Objects Conservation) or equivalent.
- Ability to undertake assessment, treatment and documentation of objects within the specialist area, for storage, transport and display.
- Demonstrable ability to conserve works to a high standard.
- Knowledge and understanding of the ethics and reasoning behind treatment choices.
- Effective communication and interpersonal skills, oral and written, with the ability to communicate to colleagues with and without a background in conservation.
- Good organisational and problem solving skills
- Understanding of time-management and planning skills to prioritise workloads to meet deadlines.
- Good end-user IT skills, including image processing and collection management database software.
- Willing to travel and work out of hours.
- Ability to work effectively within a large and complex organisation, as part of a team or alone.
- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect.
- Awareness of Health & Safety regulations and COSHH

Desirable

- Experience working in a museum or gallery
- Experience with modern and contemporary installations
- Interest in contemporary art and modern materials

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 4L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £25,269 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.
- 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/ 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 **17 July 2018 by midnight**.

Our jobs are like our galleries, open to all.

