



**Post:** Collection & Displays Assistant  
**Reference:** TG2520  
**Band:** 5L  
**Department:** Curatorial Department, Tate Modern  
**Contract:** Permanent  
**Hours:** Full-time  
**Reporting to:** Administration Manager  
**Location:** Bankside, London

## **Background**

Tate aims to be artistically adventurous and culturally inclusive art museums for the UK and the world that are open, bold, rigorous and kind in all that we do.

We want to celebrate the art of the past and present in its complexity and diversity, supporting artistic risk taking and deep scholarship, shared with all our audiences, in our buildings, in exhibitions we tour, through works we loan and across our digital spaces.

We want to welcome audiences that better reflect the towns, cities and the nation we are part of and attract a diverse international public. Our reach is already powerful and we want to broaden this to connect across society, with art that is relevant for people today and that has a powerful impact in the world.

We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and how they can develop their own creative potential.

We hold the national collection of British art, spanning 500 years, and of modern and contemporary international art that reaches across all continents: we want to share and celebrate access to this collection and deepen knowledge and understanding of its importance.

The Curatorial Department, Tate Modern is responsible for the delivery of exhibitions, collection displays, live performances and film programmes, ensuring the highest standard of content and delivery of this programme. It is also responsible for building the modern international aspect of Tate's collections.

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

## **Purpose of the Job**

To assist and provide administrative support to the Administration Manager and wider Curatorial department in all aspects of departmental and project administration with a particular focus on acquisitions and the collection displays programme.

## **Main Responsibilities**

### **General Administration**

- Act as first point of contact for telephone and written enquiries to the team, responding to routine enquiries and passing on specialist queries to the relevant curators.
- Greet guests of the team and, when requested, provide refreshments.
- Process credit cards and expenses for allocated members of the team.
- Arrange travel including flights, accommodation, per diems for members of the department and external visitors.
- Schedule meetings, book meeting rooms, take minutes and maintain accurate records relating to these meetings as required.
- Prepare PowerPoint presentations and assist Curators with other image-handling packages.
- Assist Curators and Assistant Curators with the preparation of presentations.
- Compose letters on behalf of the team; compile and format lists; provide general word-processing and assistance to team.
- Co-ordinate project material to be transferred to Gallery Records.
- Support Curators and Assistant Curators in the entering of accurate records onto TMS (The Museum System) database.
- Support and provide cover for other Curatorial department Assistants when required and provide general assistance in the smooth operation of the Curatorial department as a whole.
- Deputise for the Administration Manager and Director of Collection, International Art's Personal Assistant when necessary.

### **Collection Administration**

- Coordinate and provide support for various processes and procedures relating to collections activities including but not limited to valuations, export licenses and government indemnity requests.
- Undertake specific research tasks relating to Tate's Collection, compiling lists of acquisitions, strategies and different procedural docs as required.
- Log new acquisitions and minute the International Art Monitoring Group meetings.
- Planning individual committee proposal dates and ensuring these are in time for CC and CG meetings.
- Prepare cataloguing files for new acquisitions and help keep up-to-date the catalogue filing system for international artists.
- Enter authorised changes to database details of Collection works.
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## **Displays Administration**

- Compile monthly display change briefings and update displays handbook and schedule.
- Schedule meetings, book meeting rooms, take minutes and maintain accurate records relating to these meetings, including Displays Delivery Group, Acquisitions and Displays Strategy Group, Displays Implementation and Debrief meetings.
- Organise photography of all new display changes
- Assist with 2D exhibition plans as required including producing scaled images of artworks.
- Work with and support colleagues with Tate's 3D design software, Exhibita Pro.
- Creating object packages for all Displays and liaising with Registrars on these works, including Display swaps.
- TM Displays Updates- send these out to all relevant staff when they occur, including organising FOH briefings with Display curators. Displays Webpages- sending a texts and photography to the Website team to upload on to Display pages of the website and checking the website to ensure all updates are correct and up to date. Creating short term loans-in agreements for displays which need to be generated on TMS and sent to Registrars.
- Draft and send artist notification letters.

## **Person Specification**

### **Essential**

- Proven experience in a range of secretarial and administrative duties within a busy office environment.
- Excellent administrative and organisational skills, with the ability to prioritise and multi-task to meet deadlines remaining calm during times of pressure.
- Strong interpersonal skills, with an ability to build effective working relationships with a range of colleagues, and a positive manner.
- Good written communication skills with the capacity to produce carefully presented and accurate work such as letters and other texts.
- A proactive, flexible approach and an ability to work as part of a team, contributing positively to team goals.
- Attention to detail, and ability to deal accurately with figures.
- Ability to work unsupervised and under own initiative.
- Experience of relational databases and accuracy in entering database information.
- High degree of computer literacy with a proficiency in using word-processing, internet, email, image-handling, database and spreadsheet applications.
- A commitment to, and understanding of, the principles of diversity and how to apply them to everything you do at work.
- Interest in and commitment to the work of Tate.

## 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 5L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £23,536 per annum.

### 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](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.
- 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 into your account.

The closing date for the submission of completed application forms is **Sunday 8 December 2019 by Midnight**.

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

