



**Post:** Collection Care Research Manager  
**Reference:** TG2433  
**Salary:** £33,106 per annum  
**Band:** 3L  
**Department:** Research  
**Contract:** 24 months fixed-term  
**Hours:** Full-time  
**Reporting to:** Head of Collection Care Research  
**Location:** Millbank, London

## **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.

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

## **Tate Research**

Tate Research is part of the Tate Learning and Research Directorate and is central to realising Tate's research ambitions, working with all Tate divisions and galleries to create a vibrant and rigorous research infrastructure and programme of pioneering research. Tate is a leading centre for research in art history, curatorial practice, collection care, conservation, museology and learning. Tate Research acts as a hub to support research activity across all Tate sites, departments and divisions, working with a broad range of partners, including practitioner researchers and academic scholars, it arranges research events, projects and exchanges, and hosts Research Fellows and doctoral students.

Established in 2006, following recognition of the museum as an Independent Research Organisation by the Arts and Humanities Research Council, Tate Research leads and supports research across the organisation. In line with Tate's ambition to be more entrepreneurial and sustainable, the department also raises funds to support research. Tate Research is at the forefront of defining what it means for a museum to be a research institutions.

Collection Care Research represents an ambitious and vibrant strand of specialist research activity within the Research Department, working closely with the Collection Care Division to realise its strategic research aspirations. Collection Care Research at Tate covers a broad range of types of research including research related to: the sustainable management of collections, the application of new technologies in the care, management and documentation of collections including internet of things technologies, the development of new conservation treatments, the stewardship of born digital

collections as well as research that responds to the changing nature of our collections and the museum. Collection Care Research works in partnership with a range of academic and industry partners.

## **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.

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## **Purpose of the Job**

To provide project management and co-ordination in support of Collection Care research projects and initiatives; to support the implementation of the Collection Care Research Strategy and communication of Collection Care Research at Tate; and to provide project and programme management support for the Head of Collection Care Research.

## **Main Activities/Responsibilities**

### **Project Management**

- Provide project management for collection care research projects, which do not have their own dedicated project manager, including managing progress to ensure that project milestones are met.
- Budget creation, implementation planning, detailed monitoring and risk assessment (including exchange rate fluctuations).
- Monitor and report on project budgets including analysis, adjustment and reconciliation of transaction reports, including financial reporting to national and international funders. Manage and fulfil any auditing requirements.
- Prepare and maintain project documentation including fulfilling grant reporting requirements and delivering project plans.
- Manage and maintain comprehensive administrative and financial systems for Collection Care Research including project procurement processes.
- Engage with internal and external partners for project development and delivery.
- Liaise with the legal team on the development of collaboration and other research agreements.

### **Communication**

- Cultivate good relationships, internally and externally, ability to act as an advocate for Tate Research.
- Ensure good communication and regular liaison with internal and external partners.

- Report on project progress through project review meetings, assessing, managing and communicating risk.
- Manage the delivery of Collection Care Research Publications including online newsletters, bulletins and news items distributed via social media.
- Draft and proof-read reports to funders.

### **General**

- Support the development of Collection Care Research, by co-ordinating and contributing to the development and drafting of new research proposals and funding applications, including preparing budgets, working with staff in the Collection Care Division and Research Department including the Research Grants Manager and the Head of Collection Care Research.
- Ensure the articulation and development of the Collection Care Research priorities and the implementation of the Collection Care Research Strategy.
- Contribute to the Practice as Research Programme within the Collection Care Division working with staff in the Collection Care Division and Research Department including the Research Programme Manager and Head of Collection Care Research.
- Plan and coordinate Collection Care Research's programme of activities, including seminars, conferences and other events working with the relevant teams within Tate and external partners.
- Work flexibly, responsibly and calmly under pressure to tight deadlines in support of the work of Collection Care Research.
- Clear thinking and solutions focussed – able to manage competing demands, make effective decisions and able to think creatively to come up with solutions to problems.

### **Person Specification**

#### **Essential**

- Excellent project management skills including budgetary control, tracking of project progress, risks and deliverables.
- Attention to detail to ensure accurate and detailed reporting for both internal and external purposes.
- Excellent verbal and written communication and interpersonal skills with the ability to deal effectively and confidently at all levels.
- Ability to draft formal reports to funders, develop research grant applications, write public communications and deliver web content.
- Ability to deliver clear messages about research in conservation, heritage science, libraries, archives and collection management working with those with the relevant expertise to ensure the visibility of the activities of Collection Care Research at Tate both internally and externally.
- Proven experience with budget monitoring and management through an annual budget cycle with a demonstrable commitment to getting value for money and good attention to detail, with the ability to deal accurately with figures.
- Highly organised with the ability to prioritise, meet deadlines.
- Ability to work unsupervised and under own initiative, with a proactive, collaborative and flexible approach to problem solving.
- Experience of working in a support role within research in a science, technology, digital transformation or engineering environment, operating largely behind the scenes in a large and complex organisation.
- Experience of planning, organising and running events.

- Commitment to supporting staff within the research department and collection care division in the development and delivery of research at Tate.
- Good IT skills (MS Office) with experience of setting up, maintaining and improving efficient administrative systems.
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect.
- A commitment to supporting the delivery of excellent research
- Interest in collections care; e.g. practice-led research in conservation, collections management, library, archives and heritage science
- An 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 fixed-term contract of 24 months.

### Working Hours

This post is offered on a full-time contract working 36 hours per week – Monday to Friday. The nature of this role will require some out of hours working at the weekend and in the evenings.

### Salary

An appointment to this post will be made at the minimum of the band at £33,106 per annum.

### Annual Leave and Public Holidays

Annual leave is 25 working days per annum.

In addition, we offer paid time off for the 8 paid public holidays and 1 Tate day (on 24 December when the galleries are closed) on a pro rata basis according to the duration of the contract.

### 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 29 September 2019 by midnight**.

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

