



## Job description

Job title	Curatorial Administration Apprentice
Department	Curatorial, Tate Britain
Contract	Fixed-term (18 months)
Salary	£20,755 per annum
Hours	Full-time, 36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Finance & Administration Manager, Curatorial

## 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, Tate St Ives, Tate Britain, Tate Modern, Tate Liverpool and Tate St Ives), 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)

## About the role

The next five years will see a shift in Tate's workforce to more closely reflect the UK population. This will require a step change in the attraction and selection of staff and the creation of more diverse talent pipelines for Tate and the sector. One of the ways Tate will achieve this is by creating apprenticeship opportunities that provide high-quality work-based learning experiences.

Tate is offering a unique and exciting apprenticeship opportunity within our Curatorial Department, Tate Britain. As a member of the Administration Team, the Curatorial Administrator Apprentice will carry out training on and off the job to achieve the Level 3 Business Administrator apprenticeship as part of your role. You will develop knowledge, skills and behaviours that are essential to help you effectively work with other Administrator colleagues to deliver efficient and effective administrative, financial and staff support services to the Curatorial department.

As an apprentice you will spend 20% of your total time completing training as part of your apprenticeship. Each Administrator leads on a particular aspect of the service and/or takes responsibility for specific projects and initiatives across the division's range of activities. Specific responsibilities may vary over time. All members of the team provide cover for each other to ensure a high standard of customer service is maintained. You will be an efficient administrator with good communication and financial skills, and the ability to prioritise a varied workload.

Government rules for all levy-funded apprenticeships at Level 3 and above state that an apprentice must achieve a Level 2 certificate in English and Maths (GCSE grade 9 to 4 or A\* to C) before the apprentice takes their final apprenticeship assessment, known as the 'end-point assessment.' Therefore, as part of the enrolment process for your apprenticeship, you will need to participate in an online assessment provided by the apprenticeship training provider, which will identify which level of English and Maths you currently function at. If you have no prior GCSE or Functional Skills certificates of the required grades/ levels, and you score below a Level 2 in your initial assessment, your training provider will support you to achieve a Level 2 before the end of your apprenticeship and the learning for this will be incorporated in your overall training.

## **About your team**

Tate Britain's Curatorial Department is responsible for developing a dynamic programme of changing displays and exhibitions to reflect, promote and embody Tate Britain's role as the world centre for the study and enjoyment of British art from 1500 to the present day. You will play a key role in the Curatorial Department, carrying out a range of activities to support the Curatorial team. Whether you are acting as a first point of contact for enquiries, financial processing, and making travel bookings for the team, your days will be busy and interesting. You will undertake numerous administrative tasks, particularly working with budgets and financial software.

## **What you will do**

- Undertake and successfully complete the Business Administrator apprenticeship training, including being willing to study to achieve the required Functional Skills Level 2 qualification for English and Maths as part of the apprenticeship if not already achieved, or if you do not already hold an equivalent GCSE English and Maths at minimum grade C.
- Support the Curatorial department income and expenditure budget by collating and processing financial activity, including raising requisitions, procurement card transactions, expenses and updating the relevant expenditure spreadsheets. Monthly updating of all budget spreadsheets with management reports and support with reconciliations.
- Arrange accommodation bookings and per diems for shipping couriers, with close communication with the Registrars team. Additionally, support the Curatorial Administrator and Collection Assistant with national and international business trips including booking flights and hotels and producing itineraries. Booking taxis and couriers, when necessary.
- Maintain and enhance office systems to ensure they operate effectively and are kept up to date, i.e., office filing and transferring files to gallery records
- Prepare and arrange both internal and external meetings, as required.
- Order and dispatch catalogues to exhibition lenders / participants and internal Curatorial Department staff copies. Order all complimentary tickets and arrange out of hours access, when required.
- Support the Curatorial Administrator and Collection Assistant with general office administration, including ordering and maintaining office supplies, and general office maintenance.
- Act as a point of contact for the department colleagues across Tate, and support with external enquiries.
- Provide general and flexible administrative support and assistance, as required.

## **What you will bring to the team**

- Ability and willingness to attend and undertake the studying and coursework required to complete the Business Administrator ST0070 apprenticeship (Appendix A)
- GCSE English and Maths certificate at grade A\* to C or equivalent Functional Skills Level 2 certificate in English and Maths, OR a willingness to learn to achieve this mandatory requirement during the apprenticeship.
- Interest in developing administration skills.
- Good interpersonal skills, able to work effectively and diplomatically with a range of people at all levels both internally and externally.
- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect.
- Accuracy and excellent attention to detail.
- Ability to coordinate financial data and exceptional accuracy in recording, processing within departmental budgets, managing invoice payments and expenses
- Strong organisational skills with proven ability to plan and prioritise a varied workload and work positively under pressure to meet deadlines, operating under own initiative and collaboratively with a team.
- Ability to set up and maintain efficient and effective administrative systems and procedures (paper-based and electronic)
- Understanding of the principles of equality and diversity and the ability to apply and promote these in practice at work.
- An understanding of the importance of confidentiality when dealing with every task.

## **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](#).

### **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.

## 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, 23 January 2022 by midnight. Interviews will be held on w/c 7 February 2022.

