



**Post:** Senior Liaison Librarian  
**Reference:** TG2116  
**Band:** 3L  
**Department:** Library and Archive  
**Contract:** Temporary up to 10 months  
**Hours:** Full-time  
**Reporting to:** Librarian  
**Responsible for:** Liaison Librarians, Fixed term staff, as required  
**Location:** Millbank, 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 7 million visitors a year to its renowned programmes of exhibitions, displays and learning. 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, library and archival material.

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 regionally, nationally and internationally. The collection 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.

## **Library, Archive and Collections Access**

The Library, Archive and Collections Access department brings excellence and innovation to the care of Tate's collections. The department seeks to engage a wide and diverse audience in the rich primary and secondary material held within its collections, supporting Tate staff and the wider public in research and scholarship and adding context and meaning to art works within and beyond Tate's collections. The department is responsible for records management across Tate.

### **Tate Library**

Tate Library was established in the 1950s, originally as a support department for the Gallery's curatorial staff. Since then it has grown to become an international centre of excellence for art historical research, thanks to a comprehensive collecting policy. The core of the Library's collection, two-thirds of our holdings, comprises titles not held in any other library in the UK or North America. This is a strength which gives Tate a unique role as the national library for research into British art since 1500 and international art since 1900. Our collection remit is also currently expanding to cover geographical areas new to Tate. We are seeking ways to maximise this intellectual asset by promoting the Library to Tate staff and an increasingly wide external audience.

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

### **Purpose of Job**

To manage the Library and Archive reading room services. To lead on the selection, acquisition, cataloguing, circulation, preservation and access programme relating to all Tate Library collections.

### **Main Activities / Responsibilities**

#### **Liaison**

- Build strong relationships with Tate employees working in a designated subject area, communicate regularly to identify and respond to research and information needs
- Increase the visibility of the Library's collection resources and online services through active promotion to Tate staff at all sites and via the intranet
- Give professional advice to Tate staff on CLA licence terms, citation style and other librarianship issues.

#### **Bibliographic Services**

- Contribute to Library special collection acquisitions, attending relevant meetings, monitoring progress on causes and reporting back
- Pursue specific acquisition causes, following leads, researching artists and institutions making visits
- Assess and appraise library special collection material, arranging valuations and recommend whether to acquire or decline, preparing causes for the acquisition Monitoring Groups as required
- Select and acquire library material in a designated subject area to meet the needs of Tate staff and external researchers, in line with the Library's collection development policy
- Work closely with vendors over supply and invoicing; manage standing orders and approval plans

- Accession and catalogue Library material in any format; create or derive bibliographic records, including subject headings and classification
- Make an active contribution to the development and implementation of new policies and procedures in acquisitions and metadata standards.

### **Reading Room Services**

- Be responsible for the management of the Reading Rooms, including its rota and organising cover
- Support the Librarian in maintaining standards for customer care, quality and consistency of service provision in the Reading Rooms
- Participate in Reading Room services: assist readers, answer enquiries, invigilate and share in document delivery and circulation of Library materials.

### **Outreach**

- Provide talks for induction groups, professional visits, Show and Tells, press, open days, etc.
- Contribute to the development of the Library and Archive website
- Assist with the planning of work programmes for volunteers and library placement students, and to provide supervision as required.

### **Budget**

- Be responsible for an element of the Library's acquisition or relevant project budget, including monitoring and forecasting.

### **People management**

- Line manage and direct the work of the Liaison Librarians ensuring that staff are aware of their contribution to key tasks and empowering them to take and share responsibility
- Develop team members to their full potential, planning, supporting and evaluating CPD activities and ensuring staff keep up to date with mandatory and specialist training
- Be pro-active in supporting change, helping other to commit.

### **Delivering Training**

- Responsible for training project staff
- Develop and deliver information skills training to Tate staff and external readers
- Develop training for Tate staff in the use of Library and Archive services.

### **Professional Development**

- Keep up-to-date with developments in research libraries, engage in a full range of professional development activities, including attending and presenting at conferences and seminars.

### **Department-wide**

- Contribute to departmental projects, as required.

## **Person Specification**

### **Essential**

- A professional qualification in librarianship or information studies
- Relevant post-qualification experience in an academic library or similar environment.
- Experience of working in an art library
- Subject knowledge of fine art or history of art
- Excellent communication and presentation skills, both oral and written
- Demonstrable experience of delivering excellent customer service
- Excellent relationship management skills and ability to work effectively in partnership with colleagues in different specialist fields, e.g. curators, donors, research students
- Experience of developing and managing a budget effectively
- Significant experience of acquisitions and/or cataloguing using a library management system, following AACR2, RDA and MARC 21
- Experience in supervising or managing staff or volunteers
- Strong organisational skills in order to prioritise and manage own and others' workload effectively
- Accuracy and attention to detail while working to agreed standards and targets
- Flexibility and ability to work as part of a team
- Up-to-date knowledge of the library book supply trade, including experience of approval plans or customised order arrangements
- Technical knowledge of recent developments in acquisitions and/or cataloguing, including digital formats
- Knowledge of preservation, conservation and good handling practices relating to library special collections
- High degree of computer literacy – knowledge of Windows based applications, able to use word-processing, database, spreadsheet, Internet and email applications
- Experience of creating a working environment that encourages equality, diversity and inclusion, and the ability to create an inclusive, respectful culture within a team
- An interest in and commitment to the work of Tate.

### **Desirable**

- Working knowledge of languages other than English.

## **Summary of Terms and Conditions of Employment**

### **Type of Contract**

This appointment is offered on a temporary basis for up to 10 months (maternity cover).

### **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 3L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £31,120 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.
- 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
- 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 **1 October 2018 by 17.00**. Interviews will be held on **11 October 2018**.

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

