



Post: Acquisitions Manager
Reference: TG2098
Band: 3L
Department: Curatorial, Tate Britain
Contract: Temporary up to 12 months
Hours: Full-time
Reporting to: Director of Collections (British Art)
Responsible for: Acquisitions Officer and Collection Assistant
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.

Acquisitions Programme

Tate aims to acquire artworks of outstanding quality in all the areas for which it is responsible. Tate's art collection and archive collection are built by purchase, gift and bequest, as well as through works allocated by the Government in lieu of tax.

Tate's acquisition programme is driven and overseen by the Director of Collections (British Art), based at Tate Britain, and the Director of Collections (International Art), based at Tate Modern. All works of art proposed for acquisition, whether purchases, gifts, bequests or allocations, are considered through the same procedures. This involves extensive liaison and co-ordination across Tate divisions, most notably with curatorial, registrars, conservation, finance, legal and copyright departments.

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

Purpose of the Job

To manage and co-ordinate Tate's acquisition process, overseeing the status and progress of all acquisition causes until accessioned into the collection and ensure smooth delivery of Tate's acquisition programme.

Main Activities/Responsibilities

Manage and co-ordinate Tate's acquisition process:

- Manage and co-ordinate Tate's acquisition process, in liaison with the Directors of Collections.
- Draft, update and review all policy and procedure documents surrounding the process in liaison with the Director of Collection, the Director of Collection Management and Head of Conservation (Collection) to ensure all procedures relating to Tate's acquisitions process are appropriately followed.
- Act as the main point of contact and responsible for overseeing and communicating the status and progress of all acquisition causes both internally and externally.
- Be responsible for commissioning, editing and delivering all documentation about acquisitions (including Tate collection management databases, Collection Committee papers, official records, Board of Trustees reports, relevant sections of annual report, press coverage).
- Inform other internal stakeholder's work around the acquisitions process and provide information on the status of acquisitions in a timely fashion.
- Ensure all documentation and collection management policies and procedures are followed and information relating to acquisitions is updated and accurate in liaison with the Head of Collection Management and Directors of Collection.
- Be responsible for clearly communicating Tate's acquisition policy and procedures both internally and externally and updating processes as required; ensuring that all departments follow their relevant duties within the processes.
- Draft accurate acquisition agreements in liaison with Tate Legal and Tate's Copyright Manager and advise on loans agreements.
- Supervise all acquisitions and ensure that they are accessioned into the collection
- Manage specific and external projects involving acquisitions and long loans

Manage the acquisition content of relevant decision-making groups:

Acquisition proposals are discussed and actioned by teams of specialist curators and their recommendations are considered by the Collection Group, led by the Director and Directors of Collections. Final assessments are then made by the Collection Committee, with all decisions ultimately ratified by the full Board of Trustees. It is the responsibility of the Acquisitions Manager to:

- Organise and attend CG and CC meetings, ensuring that accurate and clear information is provided for all groups
- Work with the Directors of Collections to determine the agendas for these groups
- Commission curators to produce content as required for each of these groups
- Oversee the production of and edit papers for these groups, ensuring timely and accurate delivery of all content.
- Record decisions for all groups, circulate notes to relevant parties and act on those decisions, including distributing minutes and commissioning post Trustees Board letters.

Plan and monitor the acquisitions budget:

- Monitor the acquisition budget and liaise with Tate Finance department to advise and inform the Director and Directors of Collections on current budget issues.
- Oversee all arrangements of payment to the vendors according to decisions made and conditions satisfied.

- Manage the budget for acquisitions-related costs and provide financial reporting and forecasts reporting directly to the Directors of Collection and the Director.
- Provide accurate and clear information for funding groups (both internal Tate groups – Tate Americas Foundation, Members, Patrons and acquisition committees - and external funding bodies);
- Liaise with Development about fundraising issues relating to acquisitions;

Line Management:

- Line manage, train and motivate the Acquisitions Officer and Collection Assistant, supervising and monitoring day-to-day duties.

Person Specification

Essential

- Substantial proven experience in project management or process co-ordination, ideally within a large complex organisation.
- Proven experience of working within collections management in a museum or art gallery, preferably in acquisitions.
- Highly effective personal management skills - the ability to remain calm and focussed while working under pressure, prioritise activities and use available resources to ensure tasks and projects are completed to deadline.
- Highly effective interpersonal and influencing skills - able to develop effective working relationships and inspire confidence from people at all levels both externally and throughout the organisation
- Well-developed written communication skills – including proven ability to write clear, concise and accurate documents such as reports, contracts, legal agreements, policies and procedures.
- Proven experience of planning and monitoring budgets.
- Knowledge of art as it relates to Tate's Collection.
- Ability to work effectively as part of a team and be pro-active in working independently with limited supervision.
- The ability to analyse issues, put them in a wider strategic context, assess risks and propose creative solutions.
- High degree of computer literacy – able to use word processing, email, spreadsheet, internet applications, databases and image-handling to support own work and an understanding of how IT applications can be used to improve service delivery and efficiency.
- A commitment to, and understanding of, the principles of diversity and the ability to influence the behaviour of others to create a positive and inclusive working environment.
- Interest in and commitment to the work of Tate.

Desirable

- Familiarity with, and understanding of, the key legal and copyright issues relating to the acquisition of works of art.

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a temporary contract of up to 12 months covering maternity leave.

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.

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.

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
- **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 **Sunday 30 September 2018 by midnight.**

Our jobs are like our galleries, open to all

