



Post: Framer – The Tate Year 3 Project
Reference: TG2261
Band: 5L
Department: Curatorial Department, Tate Britain
Contract: Fixed-term for 6 months
Hours: Full-time
Reporting to: Senior Curator, Contemporary British Art and Project Producer
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

The Tate Year 3 Project

The Tate Year 3 project, led by a globally renowned artist Steve McQueen, is one of the most ambitious visual portraits of citizenship ever undertaken, in one of the world's largest and most diverse cities. Explored through the vehicle of the traditional school class photograph, the portrait will capture tens of thousands of London school children aged 7-8 in a milestone year in their development.

Across the academic year, a team of Tate photographers are visiting primary schools across the capital to champion landmark Tate commission, the Steve McQueen Year 3 project and capture the photography to make up the vast exhibition.

Purpose of the Job

To provide high quality mounting, framing and documentation for c.3000 photographs for The Year 3 Project.

Main Activities/Responsibilities

Framing and Mounting Services

- Prepare photographic artworks by providing mounting and framing services according to the Tate project guidelines and specifications.
- Label, pack and store framed artworks according to the Tate project guidelines.
-

Support for Tate Programmes

- Provide mounting, framing and documentation services to support and deliver The Tate Year 3 Project within budget and agreed deadlines.
- Provide accurate time estimates for activities undertaken.
- Organise and deliver technical input on time for agreed projects under supervision from the project team.
- Liaise with Tate departments and project partners and with external stakeholders as appropriate including the artist.

Resource Management

- Manage allocated resources for daily operations according to requirements, including mounting and framing equipment and expendables and ensure that these are appropriate and fit for purpose.
- Maintain and support an organised workplace highlighting equipment maintenance as required.
- Work autonomously and co-ordinate own daily workload.

Standards and Procedures

- Implement the project's Protocols and Health and Safety measures relating to the requirements of the job and the sensitivities of working with children.
- Under the direction of the Senior Curator for Contemporary British Art, maintain appropriate standards of quality and technical expertise in all mounting and framing services.
- Safeguard all project photography in Tate's care and apply Tate's policy for care of the collections, to ensure that all images are correctly handled and stored.
- Share knowledge and expertise with others across the Project Photography team.

Teamwork

- Contribute to project teams as agreed.

Person Specification

Essential

- Experience with frame making and mounting works on paper using hand and power tools.
- Proven experience working with and handling fine art
- A practical and pragmatic approach to problem solving.
- Experience in handling and packing artworks.
- Effective interpersonal and communication skills.
- Demonstrable organisational, time-management and planning skills with the ability to work well under pressure and prioritise workload to meet deadlines
- Able to work accurately, with meticulous attention to detail and apply your judgement with a commitment to quality control.
- Ability to work effectively within a large and complex organisation, as part of a team or alone.

- Ability to work collaboratively with a diverse range of colleagues across teams internally and with external partners and contacts, treating all colleagues with dignity and respect.
- 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 6 months.

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 £22,450 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 which will be prorated for the duration of your contract.

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.
- 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, 17 March 2019 at midnight.**

Our jobs are like our galleries, open to all

