



**Post:** Assistant Collection Registrar (Loans)  
**Reference:** TG2263  
**Band:** 4L  
**Department:** Collection Management - Registrars  
**Contract:** Permanent  
**Hours:** Full-time  
**Reporting to:** Collection Registrar, (Loans)  
**Location:** Southwark, 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.

## **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.

## **Collection Management**

The Collection Management department brings excellence and innovation to the care of Tate's collections. The department is responsible for the logistical, legal, practical and technical aspects of looking after, moving, recording and installing the works of art in Tate's care and for facilitating the delivery of Tate's programme. Collection management holds the inventory of all works of art in the collection and is the guardian of information on the display and movement of works across Tate sites and for loans out to national and international partners and galleries. The department comprises the Art Handling, Registrars and Photography teams and is responsible for managing Tate's storage facilities.

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

## **Purpose of the Job**

To ensure all registrarial procedures relating to the care of Tate's collections and its programmes of acquisitions, displays and loans are applied. The postholder will be required to hold responsibility for one of these areas, in this instance Loans, but also work flexibly to provide cover in others.

## **Main Activities/Responsibilities**

### **Movement of Artworks and Related Items**

- Co-ordinate internal job requests and schedule transport for the movement of objects between and within Tate sites and external locations.
- Work closely with colleagues in the Art Handling and Conservation teams to ensure that artworks are packed, moved and installed safely and in accordance with Tate policy and procedures.
- Arrange transport in compliance with Tate's framework agreement and liaise closely with agents over packing, handling and other requirements.
- Supervise the tracking of all artwork movements between multiple locations.
- Make courier arrangements and act as a courier when required.
- Organise import/export arrangements, customs procedures, security clearance, government indemnity and commercial insurance.
- Verify that borrowing institutions meet all requirements for insurance cover, security, handling, display and environmental conditions, as required.

### **Support for Tate's Programmes**

- Apply registrarial processes to implement and deliver Tate's programme in a specified area, within budget and meeting agreed deadlines.
- Facilitate all requests for objects for loan and liaise with colleagues in other teams, including Art Handling, Conservation, Curatorial and Photography, over suitability and availability of individual works.
- Assist with the preparation of documentation and/or presentation of artworks to support decision making at committees, including Programme Planning Group, Loans Group, Collections Group and Collection Committee.
- Liaise with other Tate departments and with borrowers, lenders, donors, dealers and artists to administer contractual agreements.
- Assist with the drafting of contractual letters and scrutinise insurance and legal documents, including loans and acquisition agreements.
- Participate in the provision of the Prints and Drawings Room services including assisting visitors, answering enquiries and carrying out invigilation on a rota basis.
- Support curators, research and the public in using the works on paper collection.

### **Documentation and Inventory**

- Create and update records in Tate's collection management system for concise cataloguing, valuations and internal/ external object moves.
- Monitor the quality of data in the collection management system to ensure that object location and component information for artworks is up-to-date, accurate and complete.
- Participate in physical inventories and audits.

- Ensure that all paper and electronic records are kept in accordance with Tate's statutory obligations under the Public Records, Data Protection and Freedom of Information Acts and other relevant legislation, in liaison with the Gallery Records team.
- Assist with the provision of reports and statistics as required.

### **Standards and Procedures**

- Safeguard works of art in Tate's care by applying Tate's policy for care of the collections, ensure that all relevant legal requirements and international conventions are complied with, as well as non-legislative guidelines.
- Contribute to the development, implementation and communication of new registrarial policies and procedures.
- Support colleagues in Collection Management and other departments in the use of agreed procedures.

### **Teamwork**

- Work flexibly as part of the wider Registration team, under the direction of the Collection Registrar.

### **Person Specification**

#### **Essential**

- Educated to degree level or the equivalent level of knowledge and thinking ability gained through experience.
- Proven experience of working in the area of registration within a museum or gallery.
- An understanding of national / international museum standards for transportation, packing, handling and environmental requirements, including some knowledge of government indemnity and commercial insurance.
- Able to work accurately, pay attention to detail and apply judgement with a commitment to quality control.
- Proven experience of auditing, documentation and cataloguing, including using a collection management database and supporting applications.
- Proven organisation and planning skills, the ability to remain calm and focussed while working under pressure and solve problems pragmatically and through negotiation.
- Strong interpersonal skills, with the ability to communicate diplomatically and effectively at all levels, both internally and with external contacts, maintaining a flexible approach.
- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect.
- An interest in and commitment to the work of Tate.

#### **Desirable**

- Experience of using TMS (The Museum System).
- Knowledge of British and/or modern and contemporary international art focussing on works on paper.
- Knowledge of printmaking techniques.

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

### **Type of Contract**

This appointment is offered on a permanent contract.

### **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 4L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £25,774 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 rising to 27 working days per annum after three years' service. In addition, we offer paid time off for the 8 public holidays and 1 Tate day (on 24 December when the galleries are closed).

### **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 5 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 **24 March 2019 by midnight**. Interviews will be held on **4 April 2019**.

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

