



**Post:** Coordinator British Art Network  
**Reference:** TG2175  
**Band:** 4L  
**Department:** National and International Partnerships  
**Division:** Tate Modern  
**Contract:** Permanent  
**Hours:** Full time  
**Reporting to:** Manager, National Partnerships  
**Location:** Bankside, 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](http://www.tate.org.uk)

## **Purpose of the Job**

Working closely with the Manager, National Partnerships and a British Art Network Convenor to ensure effective delivery of the project. To provide support for the coordination of events, such as seminars, workshops and continued professional development opportunities for the members, and administrative support to the British Art Network Steering Committee.

## **Main Activities/Responsibilities**

### **Organisation and financial**

- Respond to enquiries regarding the network and keep membership lists updated.
- Keep accurate records and administer regular updates of the Register of Expertise in British art.
- Update and maintain the British Art Network's online resources including uploading content to digital platforms on websites and social media outlets.
- Support the British Art Network Steering Committee and planning meetings.
- Support the network Convenor with event management and administration.
- Collate data and statistics to inform the network evaluation and funder reports.

## **Research and Learning Network activities**

- Update online information to keep network members informed of activity.
- Compile and produce an e-newsletter for members with direction from the Convenor.
- Liaise with network members, in order to obtain updated information and disseminating relevant documentation and information.
- Update other resources for the network.
- Develop and update digital resources.
- Compile papers for events and liaise with external and internal speakers.
- Attend events at partner galleries and museums, as required.

## **Person Specification**

### **Essential**

- Proven organisational skills, including effective time-management and the ability to prioritise and maintain attention to detail while meeting deadlines.
- Experience of supporting the organisation of events.
- A highly flexible approach to work and ability to remain calm and focused while working under pressure.
- Excellent interpersonal and communication skills, with the ability to communicate diplomatically at all levels, both internally and with external contacts.
- Understanding of the principles of equality and diversity as they relate to programmes and the ability to apply and promote these in practice at work.
- Good numerical skills and experience of budget monitoring.
- A collaborative approach to team working as well as proven ability to work proactively and independently.
- Good written communication skills – including proven ability to write reports.
- High degree of computer literacy – able to use word processing, email, spreadsheets, internet applications and databases to support project delivery.
- An interest in and commitment to the work of Tate and network partners.

## **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 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/](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 **Monday, 18 March 2019 by 17.00**. Interviews will be held on **Friday, 29 March 2019**.

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

