



## **Job description**

**Post: Registrar (Maternity cover)**

**Department: Programme Team**

**Contract: 12 months fixed-term**

**Salary: £30,106 (Band 3R)**

**Hours: 36 per week**

**Location: St Ives, Cornwall**

**Reporting to: Head of Programme Management**

## **About the role**

In this role you will support exhibitions, displays and international tours by organising the packing, transport and insurance for loans and the Tate collection. Maintaining museum standards and best practice in Collection Care for Tate St Ives.

## **About your team**

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.

Tate St Ives' Programme team combines our Exhibitions and Displays team with the Learning team to create an innovative approach to programming, integrating the planning and delivery of exhibitions with an understanding and awareness of our audiences. The Programme team leads and makes visible the commitment at Tate St Ives to art as a driver and connector for dialogue, learning and engagement.

Supporting the Programme team, you will work closely with the Assistant Curator and the Technical Manager, across Tate St Ives, the Barbara Hepworth Museum and Sculpture Garden and the Palais de Danse. Through planning and implementation, with an acute attention to detail, you will work with registrars and conservators from the London teams and external contacts and partners to achieve the very best programme for Tate St Ives.

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

## What you will do

- Support the St Ives Programme team to achieve the exhibitions and displays planned for 2021, 2022 and 2023
- Prepare loan agreements, liaise with external lenders, transport agents, insurance and indemnity contacts
- Work with colleagues across Tate's Collection Care and Curatorial teams to implement schedules for object moves in the displays and be responsible for creating and updating records in Tate's collection management system.
- Safeguard works of art in Tate's care by ensuring that all relevant legal requirements and international conventions are complied with, as well as non-legislative guidelines and working to international museum standards on security and environmental parameters.
- Appoint transport agents to work on exhibitions for shipping, packing and crating where required, checking any licenses required or customs procedures in compliance with Tate's transport framework agreement and UK Government regulations
- Keep all costs within exhibition budgets, working with the Assistant Curator and Head of Programme Management with budget forecasts and processing any purchase orders, invoices and procurement card transactions
- Liaise with external partners on touring exhibitions, supporting the delivery of tours to Tate St Ives and the return or transfer to other venues with detailed schedules and to partner / courier / Tate requirements
- Hold responsibility as Site Representative for Known Consignor Status at Tate St Ives, with all compliance and legislation and procedures and managing annual inspections of the site and training for staff required
- Lead Collections Care Meetings regarding maintenance across, Tate St Ives, The Barbara Hepworth Museum and Garden and the Palais de Danse
- Keep all documentation present and up to date for audit, such as shipping entry and exit forms, indemnity certificates, loan agreements and any required licences

## What you will bring to the team

- Experience of managing all registrar tasks in relation to temporary exhibitions and permanent displays with a collaborative process
- Proven experience of working conscientiously to international museum standards for transportation, packing, handling and environmental requirements – negotiating loans and associated contracts
- Experience of arranging insurance, government indemnity and anti – seizure legislation and monitoring these policies throughout
- Excellent project management skills, ability to work to deadlines, on multiple tasks simultaneously, to a high standard with experience of administration

- Highly effective communication skills (written and verbal), ability to proactively keep abreast of any new situations that arise and to be kind and flexible with approach
  - High degree of computer literacy, able to use most Microsoft and Office applications
  - Understanding of the principles of inclusion, diversity, applying these principles at work
  - An interest in Tate exhibitions and displays and commitment to maintaining and improving standards
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## Tate for all

### Diversity and Inclusion

Our jobs are like our galleries, open to all.

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](#).

### 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.

## 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 **20<sup>th</sup> September by midnight.**

