



**Post:** Paper Conservator  
**Reference:** TG2259  
**Band:** 3L  
**Department:** Conservation  
**Contract:** Fixed term  
**Hours:** Full-time  
**Reporting to:** Conservation Manager, Paper and Photographs  
**Location:** Millbank and 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.

## **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 at Millbank and Southwark (London) and Dean Hill (Wiltshire) 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 at Tate Britain.

## **Conservation**

The Conservation department brings excellence and innovation to the care of Tate's collections, preventing damage and deterioration and ensuring that the objects in its care are available for future generations to enjoy. The department provides specialist conservation services to support the programme across Tate and the long-term care of the collection. The areas include: Painting, Frames and Workshop; Sculpture and Installation; Paper and Photographs; Time Based Media; Conservation Science and Preventive Conservation.

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

## **Purpose of the Job**

To provide support and expertise for Tate's Collection and Programme, specifically acquisitions, loans out and Library and Archive.

## **Main Activities/Responsibilities**

### **Technical Examination, Research, Treatment and Documentation of Works of Art on Paper**

- Assess and analyse the structure and condition of works of art, using a full range of specialist techniques.
- Apply conservation procedures to formulate treatments ensuring high standards of preservation and presentation; use innovative solutions to solve complex problems.
- Undertake treatment and document works of art on paper in Tate's collection and care.
- Carry out investigations into artists' techniques, fabrication methods and conservation.
- Create and update records for Tate's collection management system (TMS) and Conservation Records.

### **Collections Care and Preventive Conservation Activity**

- Liaise with both Conservation and Art Handling Technicians to ensure works are safely packed and installed. Create case specifications and design specialist storage.
- Active involvement in the design, development and implementation of long term collection care procedures, including packing, transport, storage, display and installation.
- Undertake preventive conservation such as environmental monitoring, integrated pest management and events management.
- Support studio activity and implement Health & Safety measures.

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

- Participate in acquisitions programme team, provide advice and recommendations on all aspects of care and use of the collection.
- Provide accurate time and cost estimates for your activities.
- Co-ordinate projects and organise/deliver conservation input on time and within budget.
- Provide display specifications and recommendations for safe transport, handling, installation and display of works of art for Tate sites and loans programmes, advise staff as required.
- Undertake courier activity, oversee transport and installation of art works at Tate and non-Tate sites.
- Undertake condition checks, treatment and associated activity in support of programmes.
- Devise maintenance schedules for works in the collection; monitor and undertake maintenance duties.

### **Management, Supervision and Training**

- Line manage staff, including performance management against objectives.
- Act as a mentor to junior staff and support the development of professional expertise within the Conservation department.
- Contribute to programmes of training and development for Tate staff, interns and others.

- Supervise agreed project teams; plan and supervise the work.
- Support the Conservation management team to review, improve and implement procedures and policies.

### **Public and Professional Activities**

- Keep up-to-date on current thinking and best practice within specialist conservation area through Continuing Professional Development.
- Share knowledge and expertise within the Conservation department.
- Liaise with external colleagues to ensure Tate is at the forefront of setting international standards for the conservation profession and collections care.
- Contribute to raising the national and international profile of conservation at Tate.
- Support learning activities and initiatives; contribute to lectures, tours and publications.

### **Person Specification**

#### **Essential**

- Professional qualification in conservation of works of art on paper.
- Experience carrying out condition assessments, treatment estimates and documentation.
- Experience and understanding of a broad range of conservation procedures to formulate appropriate treatments.
- Proven experience treating a wide range of works of art on paper, including photography, to a high standard with full consideration of practical and ethical issues.
- Demonstrable analytical and problem-solving skills where complex conservation challenges arise.
- Understanding of the long-term care issues in your specialist area and ability to provide expert advice.
- Proven experience providing advice for framing, storage, transport, installation of works of art in your specialist area.
- Effective interpersonal and communication skills, both oral and written.
- Demonstrable organisational, time-management and planning skills with the ability to work well under pressure and prioritise workload to meet deadlines.
- Ability to work effectively within a large and complex organisation, as part of a team or alone.
- Good end-user IT skills, including image processing and database software.
- An understanding of the principles of equality and diversity in relation to learning and the ability to apply these in practice at work.
- Interest in and commitment to the work of Tate.

#### **Desirable**

- Professional accreditation or willingness to become accredited.
- Experience working with modern and contemporary art.
- Experience working in a museum or gallery.

## Summary of Terms and Conditions of Employment

### Type of Contract

This appointment is offered on a fixed term contract of 12 months.

### Working Hours

This post is offered on a full-time contract working 36 hours per week – Monday to Friday. Some out of hours work and travel is required.

### 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 £31,742 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](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.
- 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**

Tate is proud of its commitment to diversity and inclusion. We aim to improve diversity and create an inclusive culture at Tate through a process of organisational change to make diversity part of everything we do. Tate expects all of its employees to contribute to this aim as part of their role.

## **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 **Sunday 31 March 2019 at midnight**. **Interviews** will be held on **10 April 2019**. Shortlisted candidates will be asked to bring to their interview a portfolio of work relevant to the role.

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

