



## Job description

Job title	Administration & Research Assistant
Department	Director's Office, Tate Modern
Contract	Permanent
Salary	£11,768 per annum (equivalent to £23,536 per annum, fulltime)
Hours	18 hours per week
Location	Tate Modern, Bankside
Reporting to	Executive Assistant to Director, Tate Modern

## 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.

Since Tate Modern opened in 2000, its programme of major temporary exhibitions, collection displays, commissions, live performance, and film programme has developed in diversity, scope and profile. In 2016 Tate Modern opened the Blavatnik Building increasing the scope and breadth of the exhibition and collection displays.

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

## About the role

To undertake research as required to support the Director, Tate Modern and the working of the Directorate. To assist and provide administrative support to the Director, Tate Modern and wider Directorate in all aspects of departmental and project administration.

## What you will do (Main Duties and Responsibilities)

### Research

- Undertake research for the Director, Tate Modern, assisting in the preparation of reports, lectures, presentations, articles, interviews and speeches.
- Prepare PowerPoint presentations and assist with other image-handling packages.
- Library and archive research and preparing materials.
- Manage Directorate library, coordinate the movement of books between the Directorate, Tate Modern and Tate's Library & Archive.
- Proofread correspondence, documentation and presentations generated by the Directorate.

- Work with the Director, Tate Modern and Tate Modern colleagues on climate change projects and initiatives.

### **Administration**

- Support the management of incoming correspondence and correspondence requiring the Director's signature.
- Organise meetings, book meeting rooms, take minutes and maintain accurate records relating to these meetings as required.
- Provide general assistance with meeting and greeting visitors to the Director's Office including making refreshments.
- Deputise for the EA to the Director, Tate Modern, in the case of absence, as required and provide general assistance in the smooth operation of the Directorate office as a whole.

### **What you will bring to the team**

- Broad knowledge of modern and contemporary art and culture.
- Proven experience in a range of administrative duties within a busy office environment.
- Excellent administrative and organisational skills, with the ability to prioritise and multi-task to meet tight deadlines remaining calm during times of pressure.
- Excellent research and written communication skills with the capacity to produce carefully presented and accurate work such as letters and other texts.
- Strong interpersonal skills, with an ability to build effective working relationships with a range of colleagues, and a positive manner.
- A proactive, flexible approach and an ability to work as part of a team, contributing positively to team goals.
- Attention to detail, and ability to deal accurately with figures.
- Ability to work unsupervised and under own initiative.
- Experience of relational databases and accuracy in entering database information.
- High degree of computer literacy, including excellent keyboarding skills and a proficiency in using word-processing, internet, email, image-handling, database and spreadsheet applications. Training in the use of the specific applications used at Tate will be provided.
- A commitment to, and understanding of, the principles of diversity and how to apply them to everything you do at work.
- Interest in and commitment to the work of Tate.

## **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 **Sunday, 17 October by midnight.**

