



## Job description

Job title	Assistant Collection Registrar
Department	Collection Management
Contract	Fixed Term
Salary	£30,848 per annum
Hours	Full-time, 36 hours per week
Location	Millbank, Southwark and Bankside
Reporting to	Collection Registrar

## 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 the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

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

## About the role

An exciting and rewarding role which helps realise Tate's programme by ensuring all registrarial procedures relating to the care of Tate's collections and its programmes of acquisitions, displays and loans are applied.

## About your team

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.

## What you will gain

Motivated, and skilled people are key to our continued success, and we want everyone at Tate to have the opportunity to develop and thrive. In this team, you will be encouraged to contribute your ideas, realise your potential, and learn new skills and knowledge.

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

- Safeguard works of art in Tate's care by monitoring the implementation of Tate's policy for care of the collections; ensuring that all relevant legal requirements and international conventions are complied with, including Known Consignor and non-legislative guidelines
- Facilitate all requests for objects for display/ loan/ potential acquisition and liaise with colleagues in other teams, including Art Handling, Conservation, Curatorial and Photography, over suitability and availability of individual works
- Co-ordinate internal job requests and schedule transport for the movement of objects between and within Tate sites and external locations, supervising the tracking of all artwork movements between multiple locations. Working closely with colleagues in the Art Handling and Conservation teams and external agents to ensure that artworks are packed, moved and installed safely and in accordance with Tate policy and procedures
- Create and update records in Tate's collection management system for concise cataloguing, valuations and all 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. 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
- Contribute to the research, development, implementation and communication of new registrarial policies and procedures. Apply registrarial processes to implement and deliver Tate's programme
- Participate in physical inventories and audits, including assisting with the provision of reports and statistics as required

- Participate in the provision of the Prints and Drawings Room services and collection management including assisting visitors, answering enquiries and carrying out invigilation on a rota basis.
- Work flexibly as part of the wider Registration team, under the direction of the Collection Registrar.
- Organise import/export arrangements, customs procedures, courier arrangements, security clearance, government indemnity and commercial insurance. Assist with the drafting and administering of contractual letters and scrutinise insurance and legal documents, including loan and acquisition agreements
- Verify that borrowing institutions meet all requirements for insurance cover, security, handling, display and environmental conditions as required

## What you will bring to the team

- Organisation and planning skills, the ability to remain calm and focussed while working under pressure and solve problems pragmatically and through negotiation
- Able to work accurately, pay attention to detail and apply judgement with a commitment to quality control
- Strong interpersonal skills, with the ability to communicate diplomatically and effectively at all levels, both internally and with external contacts
- A flexible approach, able to work as part of a multi-disciplinary team and on your own initiative
- 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
- Experience of working in the area of registration within a museum or gallery
- Experience of auditing, documentation and cataloguing, including using a collection management database and supporting applications
- An understanding of national / international museum standards for transportation, packing, handling and environmental requirements, including some knowledge of government indemnity and commercial insurance.

The requirements listed here are guidelines, not hard and fast rules. You don't have to satisfy every requirement and we welcome candidates who bring transferable skills. Applying gives you the opportunity to be considered.

## 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](#).

## Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

## Benefits

- Birthdays off each year
- 25 days leave per year (pro rata for part time colleagues)
- A pension scheme with generous employer contribution.
- Life Assurance and Income Protection for DC scheme members
- 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.
- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

## 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.

## 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 4 August 2024 by midnight. Interviews will be held on week commencing 19 August 2024.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.

