



Post: Archive Curator
Reference: TG2349
Band: 3L
Department: Library and Archive
Contract: Temporary
Hours: Full-time
Reporting to: Archivist
Responsible for: Assistant Archive Curator, fixed term staff, as required
Location: Millbank, London

Background

Tate aims to be the most artistically adventurous and culturally inclusive global art museum. We deliver this aim 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 is a British institution with an international outlook. Tate is recognised as one of the leading art organisations in the world, welcoming over 7 million visitors a year to its renowned programmes of exhibitions, displays and learning. Tate holds the national collection of British art from 1500 and the national collection of international modern and contemporary art from 1900, including works of art, library and archival material.

At the heart of Tate is the collection, currently numbering over 70,000 works spanning five centuries and providing a magnificent resource for all four Tate galleries as well as for galleries and museums regionally, nationally and internationally. The collection is shared with as wide an audience as possible and is constantly being developed and added to, consolidating it historically and tracking contemporary art as it evolves.

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 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.

Library, Archive and Collections Access

The Library, Archive and Collections Access department brings excellence and innovation to the care of Tate's collections. The department seeks to engage a wide and diverse audience in the rich primary and secondary material held within its collections, supporting Tate staff and the

wider public in research and scholarship and adding context and meaning to art works within and beyond Tate's collections. The department is responsible for records management across Tate.

Tate Archive

Tate Archive, established as a publicly accessible collection in 1970, has built up an unparalleled collection of unpublished and semi-published material on artists, art world figures and organisations active in Britain from 1900. Tate Archive serves as the national repository for fine art archives in the UK. Tate Archive contains a wide range of material from personal correspondence, diaries, notebooks, sketchbooks, models and other works of art to ephemera, posters, photographs, press-cuttings and audio-visual material. It has particularly strong holdings of artists, art historians, art critics and writers as well as the records of institutions and exhibiting bodies, a number of commercial galleries and periodicals. We are seeking ways to maximise this intellectual asset by promoting the Archive for research and display, to Tate staff and an increasingly wider external audience, and have recently undertaken a major archive digitisation project.

You can also find further information about Tate on our website: www.tate.org.uk.

Purpose of the Job

This post is one of two Archive Curators responsible for acquisitions, cataloguing, care and preservation of archival material and for providing access to Archive and Library collections for both Tate staff and external researchers in the Reading Rooms. This post focuses specifically on the cataloguing programme (75% of the post-holder's time), but also offers opportunities for work across other areas.

Main Activities/Responsibilities

Cataloguing Archive Collections

- Research, sort, classify and catalogue selected archive collections according to ISAD (G) and in-house standards.
- Enter records onto the CALM cataloguing database.
- Produce computer-generated paper lists of these collections for public use.
- Research and contribute to the development of cataloguing standards and authorities using the CALM system.
- Contribute to the development of CALM and the use of modules and OPAC.

Care and Packing of the Collection

- Ensure archive material is properly packed in suitable containers.
- Investigate and recommend packaging or boxes for material with special requirements.
- Identify items requiring conservation and arrange for this treatment as appropriate.
- Assist in the maintenance of stocks of storage and packing materials and liaise with conservators.
- Oversee the work of the HLF-funded Archive Conservator and the Conservation volunteers.

Acquisitions

- Contribute to Archive Acquisitions, attending relevant meetings, monitoring progress on causes and reporting back.
- Pursue specific acquisition causes, following leads, researching artists and institutions and making visits.

- Assess and appraise archive material, arrange valuations and recommend whether to acquire or decline, preparing causes for the Monitoring Groups as required.
- Prepare meeting and Board notes as well as related letters for the Director's signature as required.

Budget

- Be responsible for an element of the Archive's acquisition or relevant project budget, including monitoring and forecasting.

People management

- Line manage and direct the work of the Assistant Archive Curator ensuring that staff are aware of their contribution to key tasks and empowering them to take and share responsibility.
- Develop team members to their full potential, planning, supporting and evaluating CPD activities and ensuring staff keep up to date with mandatory and specialist training.
- Be pro-active in supporting change, helping other to commit.

Public Service

- Participate in the rota to provide readers' services in the Hyman Kreitman Reading Rooms including participation on the Enquiry Desk, invigilation of the Archive and Special Collections Reading Room, assisting internal and external readers, and retrieving and re-shelving material.
- Answer enquiries by telephone and e-mail, providing information or researching answers to questions relating to catalogued and uncatalogued archive collections, particularly those the post-holder has catalogued or worked on.

Outreach

- Assist with archive displays as required, including selection, loans, preparation and writing captions.
- Provide talks for induction groups, professional visits, Show and Tells, press, open days, etc.
- Contribute to the development of Library and Archive website.
- Assist with the planning of work programmes for volunteers and archive placement students, and to provide supervision as required.

General

- Share in the overall work of the Archive and the department as required.
- Participate in, and in some cases to lead, specific projects as these arise.

Person Specification

Essential

- Degree and post-graduate Diploma or MA in Archive Administration, or equivalent.
- Experience of cataloguing complex or substantial collections using an automated system and ISAD(G).
- Knowledge of preservation, conservation and good-handling practices.
- Experience in supervising or managing staff or volunteers.
- Organisational ability, with the ability to plan and manage projects often to tight deadlines, working to agreed standards.
- High level of accuracy and attention to detail.

- Analytical ability to assess complex documentation and make recommendations for action.
- Good communications skills, flexibility and the ability to work as part of a team within the Library and Archive.
- Keyboard skills and computer literacy.
- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect.
- Interest in and commitment to the work of Tate.

Desirable

- Experience of using CALM.
- Relevant subject knowledge, particularly of British art since 1900.
- Searchroom experience.
- Acquisitions experience.
- Experience of working in an art archive and/or museum environment.

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a temporary contract of 12 months.

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 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

- **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/ 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 **23 May 2019 by midnight**.

Our jobs are like our galleries, open to all

