



Job description

Job title	Assistant Curator, Tate Liverpool
Department	Exhibitions and Displays
Contract	Maternity Cover (6 Months)
Salary	£23,959 per annum
Hours	36 hours per week
Location	Tate Liverpool
Reporting to	Exhibitions and Displays Curator

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.

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

About your team

The Exhibitions and Displays department is responsible for curating and delivering exhibitions and collection displays. This includes developing and researching ideas for the programme, working with artists, commissioning artworks, co-ordinating and arranging packing, transport, shipping and insurance for loan works, producing interpretative materials, writing and editing catalogues, panels and labels.

What you will do (Main Duties and Responsibilities)

- Contribute to the curatorial development and management of a wide range of exhibition and collection display projects reporting to the project leader, or on occasion where appropriate act as project leader.
- Work with the Senior Curator, Exhibitions and Learning Curators to develop and realise the programme of exhibitions, displays, interpretation and events.
- Contribute to all aspects of the exhibition making process including research, administration of loan requests, correspondence, negotiating loans, liaising with artists maintaining exhibition checklists, organizing meetings, minute-taking, etc.
- In liaison with the Exhibitions Registrar, coordinate and collate loan forms and assist in the ongoing administration of loans. Contribute to ideas for the Learning programme and work with the wider programme team to devise talks and events.

- Research provenance information of loaned artworks.
- Accurately record data on The Museum System database (TMS), Tate's Collection and exhibition management system.
- Maintain budgets and contribute to the preparation of budget estimates; provide regular updates to project leader and senior team.
- Liaise with and coordinate external contractors including artists, curators, designers, artist's agents, sponsors, fabricators etc. for large and small-scale projects.
- Liaise with colleagues in the Learning, Media and Audiences departments on the production, proof-reading and editing of press releases, labels, catalogues, leaflets and other gallery information, including selection of images.
- Contribute to the work of the Exhibitions and Displays team through administrative support, handling general visitor comments, enquiries to the department and general correspondence. Lead tours and presentations of exhibitions.
- Contribute to the Learning programme and support the organisation of conferences and events, as appropriate. This will also include briefing our Visitor Assistants on new exhibitions and displays, to enable them to answer questions from visitors.

What you will bring to the team

- A degree in a relevant subject, preferably art history, or equivalent.
- A broad knowledge of twentieth century and contemporary art and an understanding of the related intellectual debates.
- Demonstrable experience (paid or voluntary) of working in a museum or gallery and of organising exhibitions.
- An imaginative approach to exhibition organisation and a meticulous attention to detail.
- Excellent organisational and administrative skills, including the ability to prioritise workloads effectively and make accurate decisions under pressure and to tight deadlines.
- Excellent writing and presentation skills with the ability to convey information clearly and concisely and target style and tone to meet the needs of the audience.
- Well-developed interpersonal skills with the ability to develop and maintain effective working relationships with a broad range of people internally and externally.
- Demonstrable ability to work under own initiative as well as ability to work effectively as part of a team.
- Good IT skills – competent in the use of Word, e-mail, Excel and Access applications.

- Experience of financial administration.
- Understanding of the principles of equality and diversity as they relate to programmes and audiences, and the ability to apply and promote these in practice at work.
- An 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/ 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 Friday 3rd December 2021 by 17:00. Interviews date is TBC.

