



Post: Collection Registrar (Research)
Reference: TG1921
Band: 3L
Department: Collection Management
Contract: Fixed-term, 3 years
Hours: Full-time
Reporting to: Registration Manager
Location: Bankside, Millbank, Southwark (all 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.

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 at Tate Britain.

Collection Management

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.

Tate Research

Tate Research is part of the Tate Learning and Research Directorate and is central to realising Tate's research ambitions, working with all Tate divisions and galleries to create a vibrant and rigorous

research infrastructure and programme of pioneering research. Tate is a leading centre for research in art history, curatorial practice, collection care, conservation, museology and learning. Tate Research acts as a hub to support research activity across all Tate sites, departments and divisions, working with a broad range of partners, including practitioner researchers and academic scholars, it arranges research events, projects and exchanges, and hosts Research Fellows and doctoral students.

Established in 2006, following recognition of the museum as an Independent Research Organisation by the Arts and Humanities Research Council, Tate Research leads and supports research across the organisation. In line with Tate's ambition to be more entrepreneurial and sustainable, the department also raises funds to support research.

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

This position will form a key part of the Research team who will deliver a major Andrew W. Mellon Foundation funded research project 'Reshaping the Collectible: When Artworks Live in the Museum'. Centred on six case studies, the research asks how artworks which unfold over time, exist in multiple forms, depend on social and technological networks outside the museum and blur the boundaries between archive, record and artwork can live in the museum.

You can find further information about the project on our website: <http://www.tate.org.uk/about-us/projects/reshaping-the-collectible>

This position will be based within the Registrars team for acquisitions and loans contributing to a world class research project on the stewardship of challenging works of contemporary art and also working as a registrar to create capacity so other registrars and members of the Collection Management team can contribute to the research.

Purpose of the Job

To undertake research associated with collection management for the project 'Reshaping the Collectible: When Artworks Live in the Museum' and support the work of the registrars by working flexibly as part of the wider Registrars team.

Main Activities/Responsibilities

- To carry out and support research and the documentation of current and emerging practice, systems, processes and areas of tension relevant to the management of particularly challenging contemporary art, in particular time-based media, digital and performance works in consultation with the wider Collection Management team and with particular reference to the project case studies.
- Work with the project case studies, the Collection Management team and the broader Project team, to conduct and support research that will critically examine current and emerging acquisition models, documentation protocols, questions of ethics, authenticity, valuation and decision making within the museum.
- Support members of the Collection Management team to input effectively into the research by creating capacity through working as a Collection Registrar within the acquisitions and loans team.
- Work flexibly as part of the wider Registrars team under the direction of the Registration Manager on activities as directed including managing the movement of artworks and related items, supporting Tate programmes, creating documentation according to established standards,

verifying data and ensuring the adherence to correct standards and procedures ensuring that all relevant legal requirements and international conventions are complied with, as well as non-legislative guidelines.

- Work as part of the Project team and the Collection Management team to implement and test the findings of the project, liaising closely with the Project Lead and the Project Manager.
- Work closely with the Collection Management Department, the broader Project team and with input from the project workshops to develop recommendations that reflect emerging practice.
- Work with the Collection Management team and Project team to examine how we move beyond the notion of an 'official view' in terms of image capture and digitization for the collection. Consider how new technologies might enhance the representation of these works when not on display.
- Support the communication and dissemination of the project for general audiences by producing and supporting the development of material for a range of formats including online text, working papers, didactic displays and online video.
- Support the communication and dissemination of the project to professional and academic audiences by delivering and supporting conference presentations, writing for professional and peer reviewed journals and newsletters.
- Share knowledge and expertise developed in relation to the research with others across the Collection Management Department and Collection Care Division.
- Contribute to the ongoing evaluation of the broader research project.
- Actively participate in the implementation team to ensure the delivery of the research project in close liaison with the Project Lead and the Project Manager including; delivering agreed outputs, meeting deadlines, contributing to meetings and dissemination, engaging with the wider research, championing the work being carried out internally and externally.

Person Specification

Essential

- Significant experience of working as a registrar within a major museum collection and of working to national/international museum standards.
- Knowledge of legal and ethical considerations around the acquisition and stewardship of contemporary artworks.
- Experience of supervising complex tasks and the ability to solve problems pragmatically and through negotiation, prioritising the care of works of art.
- Proven experience of auditing, documentation and cataloguing, including using a collection management database.
- Experience of conducting either practice based or academic research.
- Strong interpersonal skills - able to develop effective working relationships and inspire confidence from people at all levels both externally and throughout the organisation.
- High degree of computer literacy, including good keyboard skills particularly with Word, Excel, Outlook and database systems.
- Good organisational skills and ability to work to tight deadlines and able to work accurately, pay attention to detail and apply your judgement with a commitment to quality control.
- Advanced communication skills, oral and written, with the ability to communicate diplomatically and effectively at all levels, both internally and with external contacts and to expert and non-expert audiences.
- Flexible approach, able to work effectively within a large and complex organisation, as part of a multi-disciplinary team and on your own initiative.

- A knowledge and interest in contemporary art.
- Ability to work collaboratively work within a diverse team and treat all colleagues with dignity and respect, with an understanding of the principles of equality and the ability to apply these in practice at work.
- An interest and commitment to the work of Tate

Desirable

- Experience of working with a contemporary art collection including time-based media artworks, digital and performance-based art
- Experience of using TMS (The Museum System).

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a fixed-term contract of 3 years.

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 £31,120 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.
- Childcare Vouchers Scheme – offering savings on tax and national insurance.
- 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 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.

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 **Monday, 23 April 2018 by 17.00**. Interviews will be held on **Thursday, 3 May 2018**.

Our jobs are like our galleries, open to all

