



Post: Assistant Curator, Public Programme
Reference: TG2284
Band: 4L
Department: Learning
Contract: Permanent
Hours: Full-time
Reporting to: Curator, Public Programme
Location: Millbank and Bankside, London

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.

Our vision is central to the Learning (London) department, which aims to inspire new ways of learning with art, and specifically with Tate's collection for all our audiences. We do this by working with artists and partners to develop and produce a programme of activities, resources and events at Tate Modern and Tate Britain that have enjoyment at their heart and reflect the diversity of artistic and cultural practices, and the communities we are a part of. We aim to offer the highest quality programme developed by a dedicated team that has a profound understanding of art and how to design and implement programmes that maximise learning experiences for all our visitors.

The Public Programmes team offers a wide range of income-generating and free events for diverse local, national and international adult audiences. These include talks, courses, workshops, tours, symposia and special projects on a range of aspects of modern and contemporary art and visual culture. The Assistant Curator will contribute to the team's programmes for visitors with sensory and physical disabilities working towards making all our programmes accessible and inclusive.

This role will work across both Tate Britain and Tate Modern as part of a team of eleven alongside four Assistant Curators, four Curators, a Convenor and Administrator for the Public Programmes team, and with the broader Learning and Curatorial departments.

Purpose of the Job

To provide curatorial and logistical assistance to the Public Programmes team ensuring that the programme is delivered on time, to budget and to a high standard.

Main Activities/Responsibilities

Events Planning and Delivery

- Manage the logistics and practical delivery of a busy cross-site programme of events, including talks, courses, workshops, tours and symposia on diverse aspects of modern and contemporary art and visual culture.
- Collaborate with speakers, artists, tutors and other internal and external partners to develop content for the programme in collaboration with each project's lead Public Programmes Curator.
- Work closely as part of a project team, with the Curators of Public Programmes and colleagues in the Curatorial Department to develop exhibition-related programming.
- Contribute ideas, as part of the dedicated project team, on the design and the development of the programme, including suggesting event contributors, themes, formats and spaces.
- Use databases and other internal systems to book dates and spaces for upcoming programmes.
- Book travel, accommodation and refreshments for speakers and events
- Liaise with other departments, including Visitor Experience and Audio Visual, to ensure the smooth delivery of events; write and circulate event memos to facilitate internal communications.
- Support the marketing and publicity of events, including writing event descriptions for print and online media, such as the Tate Guide, website, and other platforms.
- Liaise closely with Membership and Ticketing Services, Marketing and the Press team to monitor ticket sales for events.
- Contribute to the ongoing evaluation of the objectives, content and delivery of Public Programmes events.

Administration and Finance

- Ensure the team's spreadsheet planner for future events is regularly updated.
- Ensure that project folders are fully updated, including documentation and archiving of completed events.
- Regularly update and maintain the team's programme financial database.
- Support the Public Programme Convenor and Curators in monitoring project budgets.
- Produce estimates of costs and income for events.
- Process forms and invoices relating to income and expenditure and facilitate the continuous review of progress against targets and budgets.
- Support the generation of income through ticket sales in line with targets set for the Public Programmes team as a whole.

Person Specification

Essential

- Relevant experience of planning and delivering public events in a gallery, museum or similar environment.
- Relevant experience of applying the principles of inclusivity, equality and diversity in all aspects of working practice, including audience-focused programming.
- Excellent organisational and planning skills, coupled with the ability to work calmly under pressure and to tight deadlines in a busy environment.

- Knowledge of modern and contemporary art, and visual culture, and the ability to connect these to wider contemporary social and political issues.
- A creative, problem-solving approach to events programming, and the confidence to develop ideas independently as well as part of a team.
- Ability to multi-task and work on several projects at the same time.
- Highly effective interpersonal communication skills, including the ability to communicate diplomatically and effectively at all levels, both internally, and with external contacts and the general public.
- Strong written communication skills, with close attention to detail and the ability to write clearly and tactfully.
- A demonstrable ability to use initiative, good judgment, anticipate issues and find effective solutions.
- Good financial processing skills with close attention to detail.
- A flexible approach to work, including ability to work evenings and some weekends to deliver events.
- Interest in and commitment to the work of Tate.

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a permanent contract.

Working Hours

This post is offered on a full-time contract working 36 hours per week – Monday to Friday. Due to the nature of this role, some out of hours work will be required in the evenings and weekends in order to deliver events.

Salary

This post is graded on Band 4L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £25,774 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 rising to 27 working days per annum after three years' service. In addition, we offer paid time off for the 8 public holidays and 1 Tate day (on 24 December when the galleries are closed).

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 **Friday 5 April 2019 by Midnight**. Interviews are expected to be held week commencing **29 April 2019**.

Our jobs are like our galleries, open to all.

