



Job description

Job title	Assistant Collection Registrar, Storage Project
Department	Collection Management
Contract	Fixed Term (3 years)
Salary	£30,848 per annum
Hours	Full-time, 36 hours per week
Location	Tate Stores, with regular travelling to Wiltshire and other offsite stores
Reporting to	Storage Manager Supervised by Collection Registrar, Acquisition and Long Loans

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.

About the role

This role works closely with the Storage Manager and Storage team to support and facilitate Collection Care's storage projects and medium-term Storage Programme for Tate's collections and keep the project on track to meet the project KPIs in a given timeframe. The role will primarily focus on organising collections movements between storage sites to optimise storage capacity in support of Tate's programmes, liaising with teams in the Collection Care Division and wider Tate colleagues to address and maintain operations in our storage sites.

About your team

The Collection Care Division comprises three departments: Collection Management, Conservation and Library, Archive & Collections Access, supported by a central Planning & Administration Team. These departments work collaboratively to achieve the division's strategic objectives.

Tate's Collections are at the heart of everything that the Collection Management team does, bringing excellence and innovation to their care. The department is responsible for the inventory of all works of art in the collection, 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 programmes. Comprising of the Art Handling, Collection Registrars, Photography & Imaging and Storage teams, we work together closely and are 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)

- Contribute to the audit, research and communication in preparation of artwork movements; liaise with Art Handling, Conservation, Curatorial and Photography over suitability and availability of artworks to be packed and sent; ensure registration processes are implemented and followed at all times
- Schedule and plan for transportation to fulfil Storage Project goals and regular shuttles for movement of artworks between Tate storage sites; be first point of contact to communicate with transport agents; be responsible to sign in and out for deliveries; pass on information to Art Handling team, Storage Coordinator and Storage Manager to monitor and plan for storage space prior to deliveries
- Oversee and arrange disposal collection of empty crates and other non-artwork accessories; identify and locate odds falls outside disposal workflow; ensure all agreements and legitimacy are cleared before disposal; update collection management system to record disposal

- Work closely with wider Registration team, pass on key information from Storage team, flag for storage and operation space needed across stores prior to deliveries in support of Tate's programmes; coordinate artwork load plans for various shuttles to maximise shuttle capacity
- Create and update records in Tate's collection management system for all object moves in storage facilities. Monitor the accuracy and quality of data in collection management system to ensure object location and component information for artworks matches all relevant movements; trouble shoot and rectify any discrepancies
- Safeguard works of art in Tate's care by applying Tate's policy for care of the collections, ensure that all relevant legal requirements and international conventions are complied with, as well as non-legislative guidelines
- Participate in physical inventories and raw data collection; assist Storage Manager to extract statistics and reports from collection management system as required
- Ensure all communication, paper works, spreadsheets and electronic records for storage project are trackable, updated and saved in shared drive; and kept in accordance with Tate's statutory obligations under Public Records, Data Protection and Freedom of Information Acts and other relevant legislations
- Work flexibly as part of the wider Collection Management team; willing to work in different storage sites and out of office hours when required

What you will bring to the team

- Experience of working in the area of registration within a cultural institution or museum, ideally with some experience working in museum storage
- Good knowledge of collection management standard i.e. SPECTRUM
- Computer literate with demonstrable practical experience of working with collection management databases
- High level of attention to details, highly organised, self-motivated, responsive to ad-hoc tasks and last minute changes, remain calm under pressure
- Excellent interpersonal skills; able to communicate diplomatically and efficiently internally and externally
- Excellent communication and negotiation skills; confident to communicate at all levels
- Excellent co-ordination, organisation and time management skills; proven ability to work with minimum supervision under pressure
- An understanding of museum standards for transportation, packing, handling and environmental requirements
- Commit to a working environment that encourages equality, diversity and inclusion, and ability to maintain an inclusive and respectful working atmosphere
- An interest in and commitment to the work of Tate

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
- A pension scheme with generous employer contributions
- 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 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 28 May 2024 by midnight.

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.

