



Post: Curatorial Assistant, International Collection Exhibitions
Reference: TG2554
Band: 5L
Department: Tate Modern Division
Contract: 18-month contract
Hours: Full-time
Reporting to: Head of International Collection Exhibitions
Location: Bankside and Millbank, 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.

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

Tate's National and International Partnerships team works with museums, galleries and visual arts organisations across the UK and globally to build networks and share programmes and expertise. This is done through a variety of exchange programmes such as the Plus Tate Network, ARTIST ROOMS, Aspire, and the Brooks International Fellowship Programme as well as several international consultancy and training programmes. Parallel to the touring programme of loan exhibitions from all four Tate galleries, a dedicated strand of internationally touring collection exhibitions has been established to enable Tate to work with a wide range of art institutions, share the collection with audiences in many parts of the world, and generate income to support Tate's wider activity. This role provides an exciting opportunity to contribute to the development and realisation of Tate's international collection exhibitions programme at a pivotal moment.

Purpose of the Job

To provide curatorial support to the Head of International Collection Exhibitions in developing new exhibitions and curatorial training for and with partner organisations.

Main Activities/Responsibilities

International curatorial training programme

- Support the development and delivery of an international curatorial training programme, working closely alongside the Head of International Collection Exhibitions.

- Provide general support in preparing for training sessions to be delivered in person and remotely, including compiling packs of materials and powerpoint presentations.
- Respond to queries relating to the training programme in a timely fashion.
- Contribute to reports and evaluations as required.

International collection exhibition

- Support the curatorial development and management of a major international collection exhibition for June 2021 reporting to the Head of International Collection Exhibitions.
- Contribute to all aspects of the exhibition making process including carrying out exhibition research, maintaining the exhibition checklist, minute-taking and other relevant tasks in close collaboration with the project team.
- Help develop and refine installation layouts with the Head of International Collection Exhibitions.
- Assist with writing and editing exhibition interpretation.
- Assist with compiling all documentation required by the touring venue.
- Liaise with the Project Manager with regards to the exhibition budget.
- Support the Project Manager to ensure effective internal and external communication.
- Contribute to briefing Visitor Experience staff at the touring venue regarding the exhibition enabling them to answer questions from visitors.
- Contribute to writing and editing the exhibition catalogue.
- Respond to any exhibition related enquiries.
- Maintain digital and paper files as required.

New exhibition proposals

- Undertake research towards the development of Tate's collection exhibitions reporting to the Head of International Collection Exhibitions.
- Help compile and maintain exhibition checklists, checking availability of artworks.
- Compile and update exhibition proposal documents and conduct venue research.

Person Specification

Essential

- A broad understanding of and enthusiasm for British and international art
- Demonstrable experience (paid or voluntary) of working in a museum or gallery
- An understanding of the issues involved in the display of works of art in a public gallery and an imaginative approach to exhibition organisation and a meticulous attention to detail.
- Excellent writing skills with fluency, clarity of expression, an understanding of the different registers of text required for different audiences.
- Excellent research skills.
- Strong organisational and administrative skills and a high degree of computer literacy
- A flexible approach to work.
- Ability to work collaboratively with a diverse range of internal and external colleagues and treat all colleagues with dignity and respect.

- Demonstrable ability to make accurate decisions under pressure and to tight deadlines and work under own initiative as well as ability to work effectively as part of a team.
- Accurate keyboard skills and a high degree of computer literacy with knowledge of Windows-based and database applications; a confident, Internet, email and social media platforms user.
- A proactive approach to the principles of equality and diversity, with an 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 fixed-term contract of 18 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 5L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £23,536 per annum.

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 **Sunday, 26 January 2020 by Midnight.**

Our jobs are like our galleries, open to all

