



Post: Assistant Learning Curator – Young People’s Programmes
Reference: TG2468
Band: 4R
Department: Programme team
Contract: Temporary, up to 12 months
Hours: Full-time
Reporting to: Learning Curator: Children, Schools and Young People
Location: St Ives, Cornwall

Background

Our vision is to champion art and its value to society. We do 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.

Tate St Ives’ Programme team combines our Exhibitions and Displays team with the Learning team to create an innovative approach to programming, integrating the planning and delivery of exhibitions with an understanding and awareness of our audiences. The Programme team leads and makes visible the commitment at Tate St Ives to art as a driver and connector for dialogue, learning and engagement.

Young People aged 15-25 are a priority audience for Tate. This role provides an opportunity to champion young peoples’ audiences and be part of delivering a dynamic and ambitious programme.

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

Purpose of the Job

To provide curatorial, administrative, financial, logistical and communications assistance to the Young People’s Programme at Tate St Ives, and to lead the Tate St Ives Tate Collective Producers group and champion young people’s audiences at the gallery.

Main Activities/Responsibilities

- Assist with the planning and delivery of a programme for young people aged 15-25 years, both on and offsite, promoting Tate St Ives and the Barbara Hepworth Museum and Sculpture Garden as venues for diverse young audiences.
- Lead the peer-led young people’s group, Tate Collective Producers, at Tate St Ives and support them to research, devise and deliver events, workshops and resources which engage diverse audiences, both in the galleries and online.
- Coordinate and manage logistics for small to large scale events, working in liaison with Tate St Ives Visitor Experience, Security teams and Technicians.

- Support the delivery of the University of Falmouth, Falmouth School of Art partnership programme.
- Maintain strong relationships with strategic partner organisations, including cultural and youth sector partners, schools, universities and local authorities through regular communication and meetings as appropriate.
- Support Learning Curator with financial and administrative processes including maintaining the Young People's Programme financial spreadsheets, processing invoices, recording data, booking travel, reporting and evaluation.
- Record and respond to general internal and external enquiries relating to programme matters.
- Collaborate with Tate Digital, Tate Design, Tate Collective Membership and Marketing to produce content for digital channels, including website updates, e-bulletins and social media.

Person Specification

Essential

- A degree in art, education or a related subject or ability to demonstrate the equivalent level of knowledge and thinking ability gained through experience.
- Proven experience and interest in working with young people aged 15-25 years
- Demonstrable experience of supporting museum, gallery or informal learning programmes that engage diverse audiences.
- An understanding of peer-led practice, demonstrating excellent facilitation skills to encourage the sharing of ideas and collaborative working between young people aged 15-25 years.
- Highly organised with the ability to manage logistics for small to large events.
- Excellent written and oral communication skills with the ability to convey information clearly and concisely in a way that is accessible to a diverse range of people, including presenting in front of groups.
- Strong interpersonal skills with an ability to foster good internal and external working relationships with a range of colleagues and stakeholders, including artists and external partners.
- Proven experience in a range of administrative and financial duties within a busy office environment and ability to use Microsoft Office.
- Experience of using social media and digital communications and an understanding of digital learning.
- A commitment to, and an understanding of, the principles of diversity and inclusion and how to apply them to everything you do at work.
- An interest in and commitment to the work of Tate.

Desirable

- An understanding of potential barriers to access to the arts for young people in Cornwall.

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a full-time temporary contract of up to 12 months.

Working Hours

Normal working hours for this post are 36 hours per week. This includes working 2 Saturdays per month and occasional other weekends and evenings to support events.

Salary

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

An appointment to this post will be made at the minimum of the band. Accordingly, the starting salary for this post will be £22,774 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.

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 number of hours worked per week.

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
- Tate operates a Policy for the protection of children and vulnerable adults. Successful applicants will be subject to a satisfactory Enhanced Disclosure and Barring Service check against the barred list for children. For further information, please refer to www.gov.uk/disclosure-barring-service-check/contact-disclosure-and-barring-service
- 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

Tate is proud of its commitment to diversity and inclusion. We aim to improve diversity and create an inclusive culture at Tate through a process of organisational change to make diversity part of everything we do. Tate expects all of its employees to contribute to this aim as part of their role.

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 in to your account.

The closing date for the submission of completed application forms is **Sunday 22 September 2019 by midnight**. Interviews will be held in the **week beginning 7 October 2019**.

Our jobs are like our galleries, open to all.

