



**Post:** Administrator Manager  
**Reference:** TG2160  
**Band:** 4L  
**Department:** Curatorial, Tate Modern  
**Contract:** Permanent  
**Hours:** Full-time  
**Responsible for:** A team of Assistants  
**Reporting to:** Business and Operations Manager  
**Location:** Bankside, 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.

Since Tate Modern opened in 2000, its programme of major temporary exhibitions, collection displays, commissions, live performance, and film has developed in diversity, scope and profile. In 2016 Tate Modern opened the Blavatnik Building increasing the scope and breadth of the exhibition and collection displays. The Tate Modern curatorial team ensures the highest standard of content and delivery of this programme.

You can find further information about Tate on our website: [www.tate.org.uk](http://www.tate.org.uk)

## **Purpose of the Job**

To lead the delivery of an effective and efficient administrative support service for the Tate Modern Division.

## **Main Activities/Responsibilities**

- Carry out all general administration and record keeping in conjunction with the Assistant Team, including organising departmental memberships and subscriptions, booking meeting rooms, maintaining staff and contact lists, maintaining and monitoring annual leave, attendance, overtime and time off in lieu records, private advisory forms, and planning and implementing team events.
- Lead and line manage a team of Assistants who work across the Tate Modern programme, carry out performance and development planning reviews for the direct reports.

- Coordinate the departmental annual performance reviews, ensuring timely return of paperwork from all line managers.
- Manage all necessary arrangements for the induction of new staff.
- Facilitate the training needs of the team in liaison with line managers and senior management.
- Manage the departmental administration budget, including reconciliation reports from Finance.
- Oversee the management of the central administrative Collections (International Art) budget, including quarterly analysis and reconciliation.
- Manage the departmental internship programme, including the advertising, short-listing and interviewing of candidates, and training opportunities for new Interns.
- Maintain office systems and equipment including ordering office furniture and hardware, coordinating maintenance and IT requirements.
- Manage and update electronic filing, including maintaining permissions lists in liaison with the IS department.
- Record management – in conjunction with the Exhibitions Assistants, prepare all Exhibition & Displays materials for filing with Gallery Records.
- Coordinate with our facilities team on general office maintenance.
- Management of suppliers including procured travel and courier providers as well as our corporate rate hotels, always striving for best value for Tate money.
- Coordinate curators to give talks and guided tours where appropriate, regularly distribute exhibitions schedules to Tate staff. Organise out of hours access to exhibitions when required.
- Oversee booking and recording of business-related travel carried out by the team on behalf of all members of the curatorial team.
- Assistant the Business & Operations Manager in the preparation of Tate Modern council reporting papers.
- Provide logistic support to the Curator and Production Manager on the annual Hyundai Turbine Hall Commissions.
- Support the Senior Programme Manager, International Collaborations with contractual arrangements relating to the Tate Modern touring exhibition programme.
- Keep Tate Modern exhibition touring database up to date with all current and relevant statistics.

## **Person Specification**

### **Essential**

- Experience of working as part of an administration team within a complex and busy organisation.
- Experience of setting up, maintaining and improving efficient administrative systems.
- Excellent verbal and written communication and interpersonal skills with the ability to deal effectively and confidently at all levels, internally across departments and with external contacts.
- Highly organised with the ability to prioritise, co-ordinate and delegate tasks in order to meet deadlines.
- Experience in budget monitoring and management through an annual budget cycle with a demonstrable commitment to getting value for money, attention to detail, and ability to deal accurately with figures.
- Experience of managing and supporting the performance and development needs of others.

- High level of proficiency with MS Office packages including creating databases, schedules, spreadsheets, mail merge with MS Word, Excel, Outlook and Access.
- Ability to work unsupervised and under own initiative, with a pro-active approach to problem solving and flexible approach to your work.
- Ability to work as part of a team.
- An understanding of, and commitment to, the principles of diversity and inclusion as they affect the work of a major museum with an interest to promote these in practice at work.
- An interest in, and commitment to the work of Tate.

### **Desirable**

- An interest in art and its history as well as the contemporary art world.

## **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.

### **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](http://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/](http://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, 2 December 2018 at midnight.**

*Our jobs are like our galleries, open to all.*

