



Post: Senior Exhibitions Registrar
Reference: TG2425
Band: 2L
Department: Curatorial
Contract: Permanent
Hours: Full-time
Reporting to: Senior Programme Manager, International Collaborations
Location: Tate Modern, 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 and contemporary 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 programme 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 sits within the Tate Modern Division and 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

Purpose of the Job

As a senior member of the Tate Modern team you will provide strategic leadership and management to the Curatorial department by promoting, encouraging and maintaining innovative thinking and best practice among colleagues, particularly in relation to the movement and handling of art objects entrusted to Tate's care. This includes the oversight of loan management, indemnity applications, the day-to-day running of relevant logistic activities and working within a line management structure to provide adequate support to both junior and senior colleagues.

Main Activities/Responsibilities

Manage loans negotiation and movement of art works

- Contribute to the formulation of the strategy for management of loans, movement of art works to achieve Tate Modern's programme objectives.
- Offer senior support for the review and processing of loan agreements for Tate Modern.

- Contribute to the development of loan protocols, policy and best practise handling and conditions at Tate Modern.
- Negotiate and scrutinise lenders' loan agreements and conditions.
- Devise and implement schedules for the inward and outward movements of works of art, in consultation with lenders, other Tate site and collection registrars, tour partner institutions, transport agents, Art Installation Manager, curators, conservators and art handlers.
- Provide detailed consideration to the individual requirements of the works of art, including packing, routing, access, security, environmental requirements and value.
- Ensure arrangements are carried out to international museum standards and agreed lender requirements.
- Act as a courier and travel internationally with shipments of loaned art works.
- Undertake risk assessment reviews in the movement of art loans and advise on art-work emergency/disaster planning.
- Make arrangements for couriers including travel, accommodation, per diem and schedules.

Commission fine art transport and budget management

- Compare, evaluate, negotiate and commission fine art transportation agents (within Tate's 'Transport Framework and Agreement' and European Tender Laws), for the delivery and despatch of individual works of art and for entire exhibitions ensuring lender requirements are met and international museum standards are maintained.
- Provide transport and crating estimates and advice on costs.
- Monitor performance and delivery.
- Act as a known consignor and undertake known consignor training.
- Provide information for customs import and export and DTI licensing.
- Ensure that Tate complies with Government regulations on use of temporary import facility and export licensing requirements.
- Monitor the transportation budget in collaboration with the curator/project leader, ensuring accurate up to date estimates are received allowing for successful budget management.
- Monitor and process invoices using Tate's electronic invoice approval systems.

Arrange Government Indemnity or insurance

- Ensure all loans to Tate are adequately insured.
- Ensure Government Indemnity guidelines and Anti-seizure processes are complied with.
- Consult lenders and liaise with DCMS/ACE and/or insurance brokers as required.
- Administer any claims.
- Offer senior support to colleagues for the review and processing of indemnity applications and commercial insurance arrangements for art works lent to Tate Modern.

Document the location of works of art

- Ensure procedures are adhered to for the receipt and despatch of works of art to/from Tate sites.
- Enter information on databases and ensure that information is accurate and up to date.
- Produce exhibition lists.
- Maintain TMS collections database and paper records of all works of art on site.
- Advise on the development of loan agreement paperwork used by Tate Modern.

Management

- As a senior member of Tate Modern's curatorial department assisting with the smooth running of the institution and the Curatorial department and contributing to the achievement of their goals, you will:
 - Provide effective leadership to the Curatorial department creating a sense of common purpose, direction and an ethos of collaboration.
 - Work collaboratively in a spirit of inclusive leadership with colleagues across many different departments including Tate Estates and Tate Collections teams.
 - Work with colleagues at other Tate sites who manage the movement of art works to help Tate overall achieve a consistent vision and best practise handling methods for art works in Tate's care.
 - Represent internal and external activity to the Senior Programme Manager, International Collaborations, Head of Exhibition & Programme Management and Director of Exhibitions & Programmes in terms of potential developments and advances in logistics, environmental conditions, art handling monitoring and maintaining an awareness of all industry developments.
 - Mentor junior members of the team both in building expert knowledge of best practise art movement as well as to excel as aspiring museum professionals in the wider field.
 - Maintain and develop an appropriate network of contacts among registrars, exhibition managers, project managers, conservators and transport agents so that new developments are reflected at Tate
 - Deputise for senior management, when requested.

General

- Collaborate with the touring partners on transport, insurance and courier requirements offering advice to ensure that touring partnerships are achieved as smoothly as possible. Working to maintain and build relationships with partner venues.
- Liaise with and offer senior support and advise to Curatorial department staff over future exhibition planning, resourcing and logistics.
- Take an active and leading role in Curatorial departmental meetings and operations.
- Attend and represent Tate Modern at Tate wide meetings.
- Line-manage Exhibition Registrars, Assistant Registrars and temporary staff as well as supervising contractors.
- Undertake Tate advocacy, including attending Tate events where appropriate
- Participate in recruitment when required.

Person Specification

Essential

- Significant experience of managing loans, arranging transport and insurance for temporary exhibitions.
- Expert knowledge and experience of arranging government indemnity and commercial insurance.

- Experience of working to and fluency in international museum standards for transportation, packing, handling and environmental requirements and negotiating loans and associated contracts.
- Significant experience of financial and budget management and administration.
- Experience of liaising effectively with colleagues and external contacts within a museum or similar environment.
- Good knowledge of anti-seizure legislation.
- Excellent project management skills and demonstrable evidence of the ability to plan work to meet agreed standards, deadlines and budgets.
- Highly effective communication and influencing skills - able to understand and negotiate complex documents, develop effective working relationships and inspire confidence from people at all levels.
- Ability to work under pressure and flexibly on multiple projects while retaining a good attention to detail and positive attitude
- An understanding of and commitment to supporting diversity and inclusion in your work
- Ability to prioritise and to meet deadlines.
- A flexible approach to work with the ability to work outside standard hours as required.
- An interest in and commitment to the work of Tate Modern.

Desirable

- Experience of The Museum System or equivalent Collection Management databases.
- Proficiency in another language other than English Pay and Benefits.

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. There will be some out of hours work (inclusive of weekends) to allow for early/ late shipments of art works and out of hours/weekend work for courier travel.

Salary

This post is graded on Band 2L of the Tate pay scales.

An appointment will be made at £38,208 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 **Tuesday, 22 October 2019 at midnight.**

Our jobs are like our galleries, open to all.

