



**Post:** Technical Manager - Art Handling  
**Reference:** TG2645  
**Band:** 3R  
**Department:** Programme  
**Contract:** Permanent  
**Hours:** Full-time  
**Reporting to:** Head of Programme Management  
**Responsible for:** Technician, Casual Art Handling Team  
**Location:** St Ives, Cornwall

## **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.

Tate St Ives encourages a greater understanding and enjoyment of modern and contemporary art in the unique cultural context of St Ives while also managing the Barbara Hepworth Museum and Sculpture Garden.

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.

The Technical department is responsible for installing shows in the galleries including art handling, making plinths and carrying frames. It is responsible for the care and cleaning of art works at all of the Tate St Ives sites. It is also responsible for supporting the Facilities team with general building maintenance including a continuing programme of repainting and decorating.

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

## **Purpose of the Job**

To take lead responsibility for the technical support of the artistic and learning programme. Working with other members of the Programme team, to ensure the effective coordination, planning, implementation and delivery of all exhibition, display and learning activities.

## **Main Activities/Responsibilities**

### **Collection Care and Art Handling**

- Support the Head of Programme Management and the curatorial team in the planning and development of the artistic and learning programme, bringing technical expertise to the process.
- Manage the technical support and related art handling activities for the exhibitions, displays, and events programme for Tate St Ives, its associated sites, and off-site venues as needed.
- Liaise with the Registrar and other relevant internal and external stakeholders to ensure the effective management of all artwork deliveries, collections, courier installations and statutory paperwork including planning install and de-install schedules, making off site visits as required.
- Liaise with curators, conservators, lenders and artists to understand the specific conservation and display requirements of Collection works and works on loan to the gallery and organise the necessary technical support for their installation, maintenance and display. Complete appropriate documents relating to this.
- Manage the packing and unpacking of works of art as required ensuring Department of Transport Known Consignor regulations and procedures are followed when necessary. Holds responsibility as Civil Aviation Authority Known Consignor site representative for Tate St Ives.
- Ensure that the condition of art works is monitored effectively ensuring that appropriate checks are in place for the conservation and security of the work.
- Support the Facilities team in designing and constructing artwork display furniture/design build and equipment.
- Manage the pool of casual Technicians to deliver the rehang of exhibitions; taking a lead role in the planning and implementation of the rehang.
- Ensure that loading bay and equipment stores at Tate St Ives and at off-site storage depots are effectively maintained.

### **Audio Visual**

- Manage Tate's AV equipment, maintaining an asset register, ensuring equipment is kept in good condition and safely and securely stored.
- Set up and maintain equipment for exhibitions and displays liaising with Time Based Media required
- Develop and maintain procedures to provide access and training for other departments to use AV equipment as needed.
- Set up AV for gallery events and all departments' activities.

### **Programme & Learning Support**

- Support the Head of Programme Management and Learning Curators in the planning and delivery of learning programme.
- Support onsite and offsite events, bringing technical expertise to the process.
- Arrange for additional support as and when required ensuring the smooth delivery of all learning events and activities.

## **Staff Management**

- Lead and motivate the Technician to deliver excellent standards of visitor and artwork care, safety, security and building presentation
- Manage a programme of effective staff development for the Technician, including regular relevant training
- Support staff with their continuous professional development
- Support staff management issues in the team in conjunction with Human Resources
- Ensure the professional management of the team at Tate St Ives and the Barbara Hepworth Museum throughout a 7-day week rota
- Carry out annual PR's for all direct reports
- Lead, motivate, and support the casual Art handling team liaising with Human Resources on any relevant management issues.
- Manage the effective utilisation of freelance and contractor staff.
- Carry out recruitment, induction and ongoing training of the pool of casual Technicians.
- Ensure that the Technical team are knowledgeable, courteous and considerate when speaking to members of the public in the course of their work.

## **Health & Safety**

- Support the Head of Operations, from an art handling perspective, in the development and delivery of the H&S strategy and plan for TSI, the BHM and other Tate estates and activity in Cornwall.
- Manage all H&S and Environmental matters relating to the work of the Art Handling team including preparation and application of risk assessments and the application of relevant regulations such as COSHH and Tate procedures.
- Takes responsibility for all art movements; deciding which moves will be supported and determining the processes for carrying these out.
- Ensure the safety and security of visitors, contractors, staff and works of art through the implementation of agreed health, safety and security procedures.
- Ensure that art handling staff and freelance/contractors work to agreed art handling and H&S standards at all times; that regular risk assessments and preparation of method statements are carried out to ensure best working practices are adhered to at all times.
- Ensure that all involved in art handling have received the required relevant H&S and equipment training, and that this training is recorded and kept up to date.

## **Financial and General Management**

- Support the Head of Programme Management with the monitoring and management of site and technical budgets related to the artistic programme.
- Ensure that all purchases made, and contracts let by the team give best value and are made following Tate policy and procedure.

- Ensure all programme support activity meet the aims of Tate's sustainability strategy and promote awareness amongst the team.
- Support the Head of Programme Management in delivering an efficient, responsive service which meets the wider organisational, budgetary, and strategic goals of Tate St Ives. Carry out any other duties as reasonably requested by the Head of Programme Management.

## **Person Specification**

### **Essential**

- Significant experience, current involvement and expertise in the movement, storage and installation of art or heritage objects in a range of different environments.
- Previous experience of managing staff, contractors and projects, including experience of managing teams to produce successful outcomes.
- A highly organised approach to work – ability to plan and prioritise a varied workload and deliver agreed outputs to deadline.
- Experience of working under pressure to deliver projects to tight deadlines.
- Experience of taking responsibility for ensuring Health & Safety standards and undertaking risk assessments and method statements.
- Excellent interpersonal skills and ability to communicate effectively with a wide range of people both internally and externally and to build collaborative relationships across departments.
- Clear thinking and solutions focussed – able to manage competing demands and conflicting objectives with the ability to make effective decisions and able to think creatively to come up with solutions to problems.
- Ability to work on own initiative and as part of a small management team.
- Experience of working to budgets and exercising tight financial control.
- Understanding of the principles of inclusion and diversity, and experience of proactively applying and promoting these in practice at work.
- A flexible approach to work with the ability to multi-task and work over a 7-day week during exhibition changeovers and occasionally at other times with notice given.
- Computer literacy – knowledge of Windows-based applications, able to use word-processing, database, spreadsheet, Internet and email applications.
- An interest and commitment to the work of Tate.

### **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 – Mainly Monday to Friday. There will be a need to work flexibility over a 7-day week and occasional evenings, particularly

during exhibition changeovers and throughout the year to provide technical support to the programme of regular events. This requirement will be a shared responsibility with other members of the team.

## **Salary**

This post is graded on Band 3R of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £30,106 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
- 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](http://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**

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 **10 August 2020 by midnight**. Interviews will be held on **25 August 2020**.

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

