



**Post:** Administration & Research Assistant  
**Reference:** TG2535  
**Band:** 5L  
**Department:** Directorate, Tate Modern  
**Contract:** Full time, permanent  
**Reporting to:** Executive Assistant to Director, Tate Modern  
**Location:** Tate Modern, Bankside

### **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](http://www.tate.org.uk)

### **Purpose of the Job**

To undertake research as required to support the Director, Tate Modern and the working of the Directorate. To assist and provide administrative support to the Director, Tate Modern and wider Directorate in all aspects of departmental and project administration.

### **Main Responsibilities**

#### **Research**

- Undertake research for the Director, Tate Modern, assisting in the preparation of reports, lectures, presentations, articles, interviews and speeches.
- Prepare PowerPoint presentations and assist with other image-handling packages.
- Library and archive research and preparing materials.
- Manage Directorate library, coordinate the movement of books between the Directorate, Tate Modern and Tate's Library & Archive.
- Proof read correspondence, documentation and presentations generated by the Directorate.
- Work with the Director, Tate Modern and Tate Modern colleagues on climate change projects and initiatives.
- Compile and format the papers for the Tate Modern Advisory Board meetings.

#### **Administration**

- Support the management of incoming correspondence and correspondence requiring the Director's signature.

- Organise meetings, book meeting rooms, take minutes and maintain accurate records relating to these meetings as required.
- Provide general assistance with meeting and greeting visitors to the Director's Office including making refreshments.
- Deputise for the EA to the Director, Tate Modern and PA to the Director of Collection, International Art, in the case of absence, as required and provide general assistance in the smooth operation of the Directorate office as a whole.
- Process expenses and credit card payments as well as arranging advances as required.

## **Person Specification**

### **Essential**

- Knowledge and a passion for modern and contemporary art and culture.
- Proven experience in a range of administrative duties within a busy office environment.
- Excellent administrative and organisational skills, with the ability to prioritise and multi-task to meet tight deadlines remaining calm during times of pressure.
- Excellent research and written communication skills with the capacity to produce carefully presented and accurate work such as letters and other texts.
- Strong interpersonal skills, with an ability to build effective working relationships with a range of colleagues.
- A proactive, flexible approach and an ability to work as part of a team, contributing positively to team goals.
- Excellent attention to detail
- Ability to work unsupervised and under own initiative.
- High degree of computer literacy, including excellent keyboarding skills and a proficiency in using word-processing, internet, email, image-handling, database and spreadsheet applications.
- A commitment to, and understanding of, the principles of diversity and inclusion.
- 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 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 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 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, 26 January 2020 by midnight.**

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

