



## **Job description**

<b>Job title</b>	Assistant Curator, Exhibitions and Displays
<b>Department</b>	Programme Team, St Ives
<b>Contract</b>	Permanent
<b>Salary</b>	£29,348 per annum
<b>Hours</b>	Full-time, 36 hours per week
<b>Location</b>	St Ives, Cornwall
<b>Reporting to</b>	Curator, Exhibitions and Displays

## **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 the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

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

## About the role

This is an exciting opportunity for a collaborative and solution-driven person to work at the heart of a world-renowned and award-winning public art gallery in the beautiful location of St Ives, West Cornwall. Supporting colleagues in the Exhibitions and Displays team, you will contribute to the curatorial development and management of a wide range of exhibitions and collection displays, ensuring appropriate and on-going communication across teams to deliver projects successfully, within budget and to the highest standards.

## About your team

Overlooking the Atlantic Ocean, Tate St Ives encourages a greater understanding and enjoyment of modern and contemporary art in the unique cultural context of St Ives. It also manages Barbara Hepworth's former studios, the Barbara Hepworth Museum and Sculpture Garden and the Palais de Danse, which is currently undergoing redevelopment supported by the National Lottery Heritage Fund. The Exhibitions and Displays team sits within Tate St Ives' integrated Programme team and is responsible for planning and implementing an ambitious schedule of exhibitions and collection displays across these sites. Our work includes researching ideas for the programme, working with artists and commissioning artworks, co-ordinating packing, transport, shipping and insurance for loan works, writing and editing catalogues, and providing expertise for the co-development of interpretation panels and labels. The department also administers the Government Indemnity Scheme.

The programme is delivered in collaboration with specialist departments from across Tate including Learning, Interpretation, Collection Care, Visitor Experience and Audiences, as well as a range of external partners. It plays an important role in contributing to the overall vision of Tate.

## What you will gain

Motivated, and skilled people are key to our continued success, and we want everyone at Tate to have the opportunity to develop and thrive. In this team, you will be encouraged to contribute your ideas, realise your potential, and learn new skills and knowledge.

## What you will do (Main Duties and Responsibilities)

- Work with the Director and Exhibitions and Displays Curator to develop and realise the programme of exhibitions and displays at Tate St Ives.
- Contribute to all aspects of the exhibition-making process including carrying out exhibition research, administration of loan requests, correspondence, negotiating loans, maintaining exhibition checklists, developing and refining installation layouts, issuing production and finance orders and other relevant tasks.
- Support the Exhibitions and Displays Curator with new additions and swaps to the Collections Displays at Tate St Ives and contribute to the planning and delivery of major rehangs at three-year intervals.
- Support the Exhibitions and Displays Curator with maintaining displays at the Barbara Hepworth Museum and planning new displays for the Palais de Danse.
- Develop a strong knowledge of Tate Collection and contribute to artwork, artist and archival research in connection with new exhibition and display projects.

- In liaison with the Registrar co-ordinate loan forms and assist in the ongoing administration of loans including undertaking provenance research in line with latest due diligence requirements.
- In consultation with the Registrar, coordinate aspects of the Tate St Ives touring exhibitions programme, contributing to effective communication with tour venues.
- Maintain budget commitment logs, contribute to the preparation of budget estimates and support aspects of financial administration.
- Accurately record data on The Museum System (TMS) database, Tate's Collection and exhibition management system and generate information and reports from these as needed.
- Support the Technical Manager and art handling team with technical preparations for exhibitions and displays, providing furniture lists and ensuring that display specifications are respected.
- Liaise with colleagues in the Learning and Marketing and Communications departments on the production, proof-reading and editing of press releases, labels, catalogues, leaflets and other gallery and public-facing information, including selection of images.
- Contribute to briefing Visitor Experience staff regarding new exhibitions and displays to enable them to answer questions from visitors and support the technical team, where appropriate, to maintain artworks.
- Contribute to the work of the Exhibitions and Displays team through administrative support, handling general visitor comments, enquiries to the department and general correspondence.

## **What you will bring to the team**

- Broad knowledge of twentieth century and contemporary art and an understanding of the related intellectual debates.
- Educated to degree (or equivalent) level or able to demonstrate equivalent knowledge and thinking ability gained through experience.
- Demonstrable experience of working in a museum or gallery and of organising exhibitions.
- An imaginative approach to exhibition organisation.
- A demonstrable interest in diversifying the stories we tell through art.
- Proven track record of collaborative and team-based working, as well as working under own initiative.
- Excellent organisational and administrative skills, with meticulous attention to detail.
- Proven ability to work on a number of projects at the same time and to prioritise workloads effectively with the ability to make decisions under pressure and to tight deadlines.
- Well-developed writing and interpersonal communication skills.
- Computer literacy – ability to use word-processing, internet, email, databases and spreadsheet applications to support own workload.
- Experience of financial administration.
- Champion principles of diversity and inclusion, and the ability to apply and promote these in everything you do at work.
- An interest in and commitment to the work of Tate.

- Ability and willingness to travel and to attend out of hours functions, as required, to meet Tate's objectives.

The requirements listed here are guidelines, not hard and fast rules. You don't have to satisfy every requirement and we welcome candidates who bring transferable skills. Applying gives you the opportunity to be considered.

## Tate for all

### Diversity and Inclusion

Our jobs are like our galleries, open to all.

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](#).

### Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

### Benefits

- Birthdays off each year
- 25 days leave per year, rising to 27 (pro rata for part time colleagues)
- A pension scheme with generous employer contributions
- Life Assurance and Income Protection for DC scheme members
- 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
- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

## 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.

## 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 8 September 2024 by midnight.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.



