



Post: Assistant Collection Registrar, ARTIST ROOMS
Reference: TG2486
Band: 4L
Employer: Tate and National Galleries of Scotland jointly
Legal employer: Tate
Department: Partnerships and Programmes
Contract: Fixed-term 12 months
Hours: Full-time
Reporting to: Exhibitions and Collection Registrar, ARTIST ROOMS
Location: Bankside, London with a requirement to spend up to 5 days per month at National Galleries of Scotland (NGS) in Edinburgh

Background

ARTIST ROOMS is a touring collection of over 1,600 works of modern and contemporary art. The collection is displayed in museums and galleries across the UK through a programme of solo exhibitions that showcase the work of 40 major international artists. This major national resource was acquired jointly by Tate and National Galleries of Scotland (NGS) in 2008 through The d'Offay donation, with the assistance of the National Heritage Memorial Fund, Art Fund and the Scottish and British Governments.

Since 2009, more than 40 million people have visited over 160 exhibitions at 78 museums and galleries around the UK, from Cornwall to the Outer Hebrides, Ulster to Denbighshire, Powys to Preston. Access and engagement is at the heart of the programme, giving young people the chance to get involved in creative projects, discover more about art and artists, and learn new skills.

The delivery of the UK touring programme is supported by Arts Council England, Art Fund, and Creative Scotland over a three-year period until 2019. Exhibitions are planned collaboratively with partner galleries and museums, with provision for professional development, resources and training, with the aim of supporting networks and skill sharing across the sector.

ARTIST ROOMS is jointly owned by Tate and NGS and the care and management of the collection and programme is overseen by a Steering Committee answerable to the Trustees of both museums. The Exhibitions and Collection Registrar reports to the Managing Curator, ARTIST ROOMS, who heads the project team responsible for the delivery of the programme. The team is based in both organisations and works with colleagues across Tate and NGS to deliver ARTIST ROOMS.

You can find further information about ARTIST ROOMS on the Tate and NGS websites:

www.tate.org.uk and www.nationalgalleries.org

Purpose of the Job

To coordinate the registrarial procedures relating to the documentation, movement, acquisition and loan of the ARTIST ROOMS collection, in accordance with NGS and Tate policies and to national museum standards.

Main Activities/Responsibilities

Documentation and Inventory

- Create and update records in Tate's and NGS's collection management systems for concise cataloguing, valuations and internal/external object moves.
- Monitor the quality of data in Tate's and NGS's collection management systems to ensure that object location and component information for artworks is up-to-date, accurate and complete.
- Undertake inventories and audits.
- Ensure that all paper and electronic records are kept in accordance with Tate's and NGS's statutory obligations under the Public Records, Data Protection and Freedom of Information Acts and other relevant legislation.
- Assist with the provision of reports and statistics for both internal and external reporting.

Programme Delivery

- Assist with the preparation of documentation to support decision-making at Loans Committees at Tate, NGS and the ARTIST ROOMS Operations Group.
- Support the Exhibitions and Collection Manager in the delivery of the loans programme to Associate partners as required.
- Support the Managing Curator and the Exhibitions and Collection Manager in the procedure and documentation for acquisitions into the ARTIST ROOMS collection, including scheduling and monitoring acquisition causes as they move through Tate and NGS acquisitions processes, and the preparation of documentation for acquisitions meetings at Tate and NGS.
- Liaise with other departments at Tate and NGS, and with borrowers, lenders, donors, dealers and artists, to administer contractual agreements.
- Assist with the drafting of contractual letters.
- Ensure accurate information on current, future and past ARTIST ROOMS displays and exhibitions is maintained and can be communicated to internal and external parties as required.
- Assist with the provision of documentation and information about the collection to Associate partners as required to inform exhibition planning.
- Support curators, researchers and the public in the provision of information about the collection.

Movement of Artworks and Related Items

- Co-ordinate internal job requests and schedule transport for the movement of objects between and within Tate sites, NGS sites and external locations.

- Work closely with colleagues in the Collection Care departments at Tate and NGS to ensure that artworks are packed, moved and installed safely and in accordance with Tate and NGS policy and procedures.
- Arrange transport in compliance with Tate's and NGS's procurement procedures and liaise closely with agents over packing, handling and other requirements.
- Supervise the tracking of all artwork movements between multiple locations.
- Make arrangements for couriers travelling to ARTIST ROOMS venues and act as a courier when required.
- Organise import/export arrangements, customs procedures, security clearance, government indemnity and commercial insurance for works coming into the ARTIST ROOMS collection as long loans or acquisition candidates.
- Verify that borrowing institutions meet all requirements for insurance cover, security, handling, display and environmental conditions, as required.
- Oversee deliveries of works at both NGS and Tate sites.

Standards and Procedures

- Safeguard works of art in Tate's and NGS's care by applying Tate's and NGS's policy for care of the ARTIST ROOMS collection, ensuring that all relevant legal requirements and international conventions are complied with, as well as non-legislative guidelines.
- Contribute to the development, implementation and communication of new registrarial policies and procedures.

Person Specification

Essential

- Educated to degree level or the equivalent level of knowledge and thinking ability gained through experience.
- Proven experience of working in the area of registration within a museum or gallery.
- An understanding of national / international museum standards for transportation, packing, handling and environmental requirements, including some knowledge of government indemnity and commercial insurance.
- Proven experience of auditing, documentation and cataloguing, including using a collection management database and supporting applications.
- Able to work accurately, pay attention to detail and apply judgement with a commitment to quality control.
- Proven organisational and planning skills, with the ability to remain calm and focused while working under pressure, and to solve problems pragmatically, and through negotiation.
- Strong interpersonal skills, with the ability to communicate diplomatically and effectively at all levels, both internally and with external contacts, maintaining a flexible approach.

- Good team working skills, with an open, collegiate approach, and the ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect.
- Good teamworking skills and the ability to work unsupervised and under own initiative.
- An awareness of issues of equality and cultural diversity and supportive of Tate's and NGS's diversity and audience development objectives.
- Ability and willingness to split time across London and Edinburgh (with up to five days in Edinburgh per month), and on occasion to travel to Associate venues across the UK and to work some evenings and weekends.
- Ability and willingness to work outside core hours to realise projects.
- An interest in and commitment to the work of Tate and NGS.

Desirable

- Proven experience of Mimsy XG and/or The Museum System (TMS) collection management databases.
- Knowledge of and interest in British and international modern and contemporary art.

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a fixed-term contract of 12 months.

Working Hours

This post is offered on a full-time contract working 36 hours per week – Monday to Friday. There will be occasional out of hours working to support the delivery of projects. s.

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 £26,959 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.

In addition, we offer paid time off for the 8 paid public holidays and 1 Tate day (on 24 December when the galleries are closed) on a pro rata basis according to the duration of the contract.

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 5 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 **Sunday, 27 October 2019 at midnight.**

Our jobs are like our galleries, open to all

