



Post: Assistant Learning Curator - Public Programmes
Reference: TG2588
Band: 4R
Department: Programme Team, Tate St Ives
Contract: Permanent
Hours: Part-time, 2.5 days (18 hours) per week
Reporting to: Learning Curator – Public Programmes
Location: St Ives, Cornwall

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.

Tate strives for relevance and a feeling of connectedness and possibility for the widest range of communities, generating a sense of ownership and connection to great art and artists. Learning is core to Tate's mission and purpose, offering a range of experiences that develop deeper understanding, knowledge and engagement with art and have enjoyment at their heart.

Tate St Ives' vision is 'to be a valued part of Cornwall, offering life-changing experiences through its ambitious and internationally recognised programme.' Our three priorities are:

- *Art* – offering a diverse and adventurous programme that is locally and internationally significant
- *Audiences* – we want people to enjoy themselves in the unique environment of St Ives.
- *Staff* – giving our teams what they need to do a great job and feel truly satisfied and valued.

You can find further information about Tate on our website: www.tate.org.uk

Purpose of the Job

To provide organisational and logistical support for Public Programmes at Tate St Ives and the Barbara Hepworth Museum, supporting the Learning Curator (Public Programmes) and ensuring accessibility for all. The role will focus on support for adult learning and public programmes including those related to community and access audiences.

Main Activities/Responsibilities

Programme Development

- Contribute to and support the development of public programmes for audiences in and beyond the galleries, and with a particular focus on adult learning.
- Engage with the wider Programme team on programme development, sharing ideas and logistics, supporting access for diverse audiences.
- Support the planning and delivery of programmes and resources that generate inclusive and accessible learning experiences.

Engagement

- Offer specialist onsite and off-site support on key Public Programmes and events, in some instances engaging directly with participants
- Participate in the training and development of the wider staff team in relevant learning and engagement.
- Support the development and delivery of artist residencies relevant to aspects of public programme and community engagement.
- Support the development of a research-based culture by helping to deliver learning research projects and participating in staff development research and reflection activities.

Interpretation and Resources

- Support the development of resources and materials that share new voices about works on display, such as film, digital and print.
- Support the development and use of in-gallery resources and Learning Studios as relevant, including use of in-house audio-visual equipment.

Other

- Respond to external and internal Public Programme enquiries requiring specialist knowledge and support.
- Develop and maintain relationships with internal and external stakeholders, as required.
- Arrange the booking of casual staff from the professional register and casual facilitator teams to work on programmes liaising with the Programme Assistant as appropriate.
- Arrange the booking of contractors and in-house technicians for Public Programme events.
- Liaise with Visitor Experience Managers to ensure effective communication and enable effective cross-team and collaborative working opportunities.
- Liaise with the Press and Communications Team to ensure Public Programmes are promoted and shared.
- Support the provision and training of internships and traineeships across the gallery team
- Ensure that all activities meet health and safety guidelines, carrying out risk assessments as required.
- Support the Learning Curators by ensuring that activities are delivered within budget.
- Maintain records of programmes, events and participation.

- Work flexibly and collaboratively with colleagues supporting the learning, skills and the development of a research-based culture within the Programme team and the wider organisation including the creation of opportunities for interns and trainees.

Person Specification

Essential

- A degree in art, education or a related subject or ability to demonstrate the equivalent level of knowledge and thinking ability gained through experience.
- Proven experience of having worked in an education setting, art gallery or museum.
- Demonstrable experience of having worked on relevant learning programmes.
- Highly developed administration skills, experience of reviewing and setting up efficient administrative and financial systems.
- Proven experience of project co-ordination, including the ability to co-ordinate people and monitor budgets.
- Articulate and able to communicate clearly and confidently both in one-to-one and group situations.
- Able to communicate clearly in writing, eg emails, intranet stories, course joining instructions, able to tailor written style and language appropriately.
- High degree of computer literacy – knowledge of Windows based applications, able to use word-processing, database, spreadsheet, Internet and email applications and put together presentations and present information creatively.
- Excellent organisational skills, able to prioritise a wide range and high volume of activities and use available resources to ensure tasks are completed accurately and to deadline.
- Able to work on own initiative, anticipate issues and find effective solutions.
- A mutually supportive and collaborative team working style.
- An understanding of the principles of equality and diversity in relation to learning and the ability to apply these in practice at work.
- An 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 part-time permanent contract.

Working Hours

Normal working hours for this post are 18 hours per week, to be worked Monday to Friday.

Due to the nature of your role it is a requirement that you undertake regular/occasional out of hours working. Also, there is a strong preference that the successful applicant work regularly on the Thursday, but other days are negotiable depending on existing commitments.

Salary

This post is graded on Band 4R of the Tate pay scales.

An appointment to this post will be made at the minimum of the band. Accordingly, the starting salary for this post will be £11,980 per annum (ie pro rata to £23,959 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 12.5 working days per annum (ie pro rata to the full-time entitlement of 25 working days per annum) rising to 13.5 working days per annum (ie pro rata to the full-time entitlement of 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) on a pro rata basis according to the number of hours worked per week.

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
- 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 **Friday 28 February 2020 by 17.00**. Interviews will be held on **Friday, 13 March 2020**.

Our jobs are like our galleries, open to all.

