



**Post:** Exhibitions and Collection Registrar, ARTIST ROOMS  
**Reference:** TG1815  
**Employer:** National Galleries of Scotland and Tate jointly  
**Legal employer:** Tate  
**Band:** 3L  
**Department:** National and International Partnerships  
**Contract:** Fixed-term until 31 March 2019  
**Hours:** Full-time  
**Reporting to:** Managing Curator, ARTIST ROOMS  
**Responsible for:** Assistant Collection Registrar, ARTIST ROOMS  
**Location:** Tate Modern, London. Regular time at National Galleries of Scotland Edinburgh and travel to UK partner venues will be required.

## 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](http://www.tate.org.uk) and [www.nationalgalleries.org](http://www.nationalgalleries.org)

## **Purpose of the Job**

To project manage the delivery and logistics of the exhibition touring programme, and to oversee the management of all registrarial processes and care of the ARTIST ROOMS collection in accordance with Tate and NGS policies and processes.

## **Main Activities/Responsibilities**

### **Exhibition Management and Delivery**

- Project manage the delivery of the ARTIST ROOMS exhibition programme at partner venues, coordinating all administrative and logistical arrangements from planning to realisation, ensuring delivery schedules are met.
- Manage and undertake all registrar aspects of temporary exhibitions and oversee the loan of works from the ARTIST ROOMS collection to all Associate venues, ensuring the safe and cost-effective shipment and installation of works and that indemnity and national museum standards are met.
- Ensure that loans documentation is maintained, in compliance with NGS and Tate's legal requirements.
- Proactive, daily liaison with Associate partners in exhibition planning and delivery, providing information and guidance to each Associate partner to inform logistical and financial planning at appropriate stages of research, development and delivery of each exhibition.
- Work closely with Collection Care colleagues at NGS and Tate to coordinate the preparation of works and ensure that borrowing institutions meet the requirements of both NGS and Tate.
- Conduct site visits to Associate venues to assess and advise on facilities, including access and display areas, security and environmental controls, and make recommendations.
- Liaise with the artists or their Estates represented in ARTIST ROOMS for the purposes of exhibition planning and permissions.

### **Collection Management**

- Oversee and arrange transport of work from lenders, donors and vendors, ensuring that indemnity and import procedures are met.
- Work with the Heads of Collection Management at NGS and Tate, the Head of Collection Care at NGS and Head of Conservation at Tate to develop and maintain the Collection Care strategy for ARTIST ROOMS.
- Work with the Managing Curator, ARTIST ROOMS to ensure the acquisitions processes at both NGS and Tate are followed.
- Undertake the accessioning of new works and documentation of long loans to ARTIST ROOMS within the National Collections of NGS and Tate.
- Ensure collection information on both NGS and Tate Collection Management Systems is updated and accurate.

- Ensure all records relating to the ARTIST ROOMS collection are maintained in accordance with the public record policies of NGS and Tate and both museums' statutory obligations relating to the relevant Data Protection and Freedom of Information Acts.
- Manage the process for non-touring programme loan requests for ARTIST ROOMS Collection works.
- Provide information to support the preparation, movement and installation of works from the ARTIST ROOMS collection for exhibitions and displays at all NGS and Tate sites, liaising with relevant staff to ensure effective planning and scheduling.
- Work with colleagues to ensure the safe storage of the ARTIST ROOMS collection, overseeing regular shuttles between NGS and Tate stores.

## **Resource Management**

- Manage conservation activity and budget for the ARTIST ROOMS Collection, reporting to the Managing Curator.
- Manage exhibition programme budgets, including art transport, photography and staff travel, reporting to the Managing Curator.
- Advise on bursary support for Associate partners for capacity-building and exhibition-related costs as applicable.

## **Person Specification**

### **Essential**

- Significant registrar experience gained through working with museum collections, including loans, acquisitions and collection management documentation.
- Excellent project management skills including scheduling, deadline management, budget and risk management, with proven ability to work well under pressure.
- Proven experience of working to national museum standards for transportation, packing, handling and environmental requirements and an understanding of government indemnity and commercial insurance.
- Proven experience of collection management auditing, documentation and cataloguing and working with collection management database systems.
- Highly effective interpersonal, communication and influencing skills, including the ability to communicate diplomatically and effectively at all levels, both internally across both organisations and with external partners.
- Experience of working collaboratively across teams, demonstrating a flexible, collegiate approach, with the ability to manage and motivate people.
- Educated to degree (or equivalent) level or able to demonstrate equivalent thinking ability gained through experience.

- High degree of computer literacy, including collection database management software, word processing, spreadsheet, email and internet applications, with experience of using IT applications to improve service delivery and efficiency.
- Understanding of the principles of equality and diversity as they relate to programmes and the ability to apply and promote these in practice at work.
- Ability and willingness to travel to Edinburgh and to Associate venues across the UK, and to work occasional evenings and weekends, taking time off in lieu.
- An interest in and commitment to the work of Tate and NGS.

### **Desirable**

- Proven experience of Mimsy XG and The Museum System (TMS) collection management databases.

## **Summary of Terms and Conditions of Employment**

### **Type of Contract**

This appointment is offered on a fixed-term contract until 31 March 2019.

### **Working Hours**

This post is offered on a full-time contract working 36 hours per week – Monday to Friday. There will be regular travel to the offices of National Galleries of Scotland in Edinburgh to attend meetings and events, and to venues across the UK.

### **Salary**

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

An appointment to this post will be made at the minimum of the band at £31,120 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](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.
- Childcare Vouchers Scheme – offering savings on tax and national insurance.
- 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/](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 **30 April 2018 by 17.00**. Interviews will be held on **16 May 2018**.

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

