



Post: Exhibitions Registrar, Tate Britain
Reference: TG2051
Band: 3L
Department: Curatorial Department, Tate Britain
Contract: Permanent
Hours: Full-time
Reporting to: Senior Programme Manager, International Collaborations, Tate Britain
Location: Tate Britain, Millbank, London

Background

Tate aims to be the most artistically adventurous and culturally inclusive global art museum. We deliver this aim 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.

The Curatorial Department, Tate Britain is responsible for researching and building Tate's collection of British art and the delivery of a programme of exhibitions and displays at Millbank.

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

Purpose of the Job

To plan, organise and manage the packing, transport and insurance arrangements for loans from external lenders to temporary exhibitions, displays and international and national exhibition tours. To execute this within deadlines, to international museum standards, to lenders specifications and as cost effectively as possible.

Main Activities/Responsibilities

Manage loans negotiation and movement of works of art

- Negotiate and scrutinise lenders' loan agreements and conditions as far they relate to transport and insurance.
- Devise and implement schedules for the inward and outward movements of works of art, in consultation with lenders, other Tate site and collection registrars, tour partner institutions, transport agents, Art Handling, curators and conservators.
- Provide detailed consideration to the individual requirements of the works of art, including packing, routing, access, security, environmental requirements and value.
- To ensure arrangements are carried out to international museum standards and agreed lender requirements.

- Undertake risk assessment reviews in the movement of art loans.

Procure fine art transport and budget management

- Compare, evaluate, negotiate and commission fine art transportation agents (within Tate's 'Transport Framework and Agreement' and European Procurement Laws), for the delivery and despatch of individual works of art and for entire exhibitions (and tours where necessary) ensuring lender requirements are met and international museum standards are maintained.
- Provide transport and crating estimates and advice on costs.
- Monitor performance and delivery of appointed transport agents.
- Provide information for customs import and export and DTI licensing.
- Ensure that Tate complies with Government regulations on use of temporary import facility and export licensing requirements.
- Monitor the transportation budget in collaboration with the senior programme manager and curator/project leader, ensuring accurate up to date estimates are received allowing for successful budget management.

Arrange Government Indemnity or insurance

- Ensure all loans to Tate are adequately insured, either by making an application for Government Indemnity or by obtaining commercial insurance.
- Ensure Government Indemnity guidelines are met. and Anti-seizure processes are met.
- Consult lenders and liaise with DCMS/ACE and/or insurance brokers as required.
- Monitor the insurance budget.
- Administer any claims where appropriate.

Document the location of works of art

- Ensure procedures are adhered to for the receipt and despatch of works of art to/from Tate sites.
- Enter location information on TMS and ensure that information is accurate and up to date.
- Maintain TMS collections database and paper records of all 'loans in' at Tate Britain.

Co-ordinate touring exhibitions

- In liaison with the senior programme manager provide transport and crating estimates and advise on costs and contracts made with tour venues for Tate originated and 'received' exhibitions.
- Collaborate with the touring partners on transport and insurance arrangements and courier requirements.
- Monitor the tour transport and insurance budget and keep the project curator, senior programme manager and tour partners, informed of any changes.
- Contribute to decisions regarding tour expenditure shares for transport and insurance within project budgets.
- Participate in the process of the reconciliation of the shared costs with the tour venues.

Other

- Make arrangements for couriers including travel, accommodation, per diem and schedules.
- Liaise with and advise curators, the art installation manager and conservators regarding future exhibition planning, resourcing and logistics.
- Keep up to date with industry developments and how they affect 'registrarial' policy.
- Process relevant invoices using Tate's electronic invoice systems.

Person Specification

Essential

- Substantial experience of managing loans, arranging transport and insurance for temporary exhibitions.
- Experience of working to international museum standards for transportation, packing, handling and environmental requirements and negotiating loans and associated contracts.
- Significant experience of financial and budget management and administration.
- Understanding and experience of arranging government indemnity and commercial fine art insurance.
- Experience of liaising effectively with colleagues and external contacts within a gallery/museum or similar environment.
- Utilising existing knowledge and experience to work independently to achieve required outcomes.
- A proactive and creative approach to problem solving.
- Understanding of anti-seizure legislation.
- Excellent project management skills and demonstrable evidence of the ability to plan and prioritise work to meet agreed standards, deadlines and budgets.
- Highly effective communication and influencing skills - able to understand and negotiate complex documents, develop effective working relationships and inspire confidence from people at all levels.
- Ability to work under pressure and flexibly on multiple projects while retaining a good attention to detail.
- High degree of computer literacy, including experience of Windows based applications.
- Good knowledge of EC procurement legislation.
- Good knowledge of import/export customs regulations and export licensing issues.
- A flexible approach to work with the ability to work outside of core hours to realise projects.
- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect.
- An interest in and commitment to the work of Tate Britain.

Desirable

- Experience of The Museum System or equivalent Collection Management databases.

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. There will be some out of hours work to allow for early/ late shipments of art works.

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 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
- **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/ 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, 23 September 2018 at midnight**. Interviews will be held on **Wednesday, 24 October 2018**.

Our jobs are like our galleries, open to all.

