



Job description

Job title	Conservation Manager, Time-Based Media
Department	Conservation
Contract	Permanent
Salary	£43,000 per annum
Hours	Full time, 36 hours per week
Location	Tate Modern, Bankside ,London
Reporting to	Head of Conservation
Responsible for	Time-Based Media Conservation Team

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.

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

About the role

The Conservation Manager is responsible for the planning, management and development of Time-Based Media Conservation delivering consistent standards of care for Tate's collections. Time-based Media at Tate relates to artworks which can be dependent on technology and have a durational dimension, such as performance, video, slide, film, audio or computer-based artworks. This is a leading role in developing the conservation specialism of Time-Based Media, supporting research and development in standards of care, enhancing practice and raising the profile of conservation internally and externally in accordance with Tate's strategic goals. The role supports the strategic planning, leadership and management in partnership with other managers across Conservation and the wider Collection Care teams, taking responsibility for specific projects and initiatives across the division's range of activities and commitments.

About your team

The role leads and directs the work of the Time-Based Media Conservation team, deployed across Tate sites, and co-ordinates the delivery of Tate's programme on time and within budget on behalf of the team. The role is part of the Conservation Management Team and sits as part of the Collection Care Management Team, working with specialist managers across the division.

The conservation department provides specialist conservation services to support the programme and care for Tate's Collection and sits within the Collection Care division. Specialist areas include Conservation Science and Preventive Conservation, Paintings,

Frames and Conservation Workshop, Paper and Photographs, Sculpture and Installation Art, Time-based media. The department is led by the Head of Conservation brings excellence and innovation to the care of Tate's Collection, preventing damage and deterioration and ensuring that the Collection is available for future generations to enjoy.

What you will gain

In this team, you will be encouraged to contribute your ideas, realise your potential, and learn new skills and knowledge.

What you will do

- Establish a clear purpose for the Time-Based Media Conservation and the team, line managing, directing and enabling the work of the team, ensuring colleagues are aware of their contributions to key tasks, programme and projects.
- Develop team members to their full potential, planning, supporting and evaluating development activities, ensuring you provide advice and feedback to manage performance effectively.
- Responsible for the scoping, planning and delivery across Tate's Programme, priorities and projects, relating to Time-based Media Conservation, including the associated resource management to meet the requirements of Tate and the longer-term Collection Care needs.
- Be an active member of the Collection Care management team, making a full contribution to strategic and operational planning and working collaboratively to ensure interdependencies are reviewed regularly and delivery is managed efficiently and effectively.
- Lead on the delivery of resources: determining and implementing options, which may include booking agency staff and contractors.
- Lead on the planning, co-ordinating and overseeing of projects and initiatives across the department's range of activities and commitments
- Manage the delegated budgets for the Time-Based Media Conservation Team working closely to prepare budget proposals, plan, monitor and review forecasts to ensure best value for money in accordance with the Tate's financial strategy. Report on delegated budgets to the Head of Conservation who has overall budget responsibility.
- Manage work areas including studios and workshops for the Time-Based Media Conservation ensuring that they are fit for purpose, safe and efficiently run, liaising with relevant colleagues across Tate. Ensuring compliance with relevant legislation, Tate standards and procedures, COSHH and Health & Safety regulations.
- In collaboration with the Conservation Management team to develop, implement and review policy, practice and systems with reference to national / international benchmarks and initiatives, legislation and good practice within the sector to ensure high quality provision
- In collaboration with the Collection Care Leadership & Management teams, lead, manage and support internal and external projects and research which support Tate's research strategy and Collection Care's practice, disseminating outcomes internally and externally as appropriate. Includes undertaking research and dissemination in the area of your conservation specialism.
- Seek opportunities for funding to support objectives and develop and submit project and research applications in accordance with divisional priorities, including income generation

- Promote a partnership approach with other Tate departments and take responsibility for communicating clear and consistent messages about Time-Based Media Conservation developments and operational delivery to stakeholders.
- Represent Collection Care effectively across Tate, chairing, participating in meetings, disseminating outcomes and where appropriate on external matters building external relationships and partnerships.

What you will bring to the team

- Qualification in conservation and or equivalent experience.
- Experience in leading and managing within specialist conservation area, setting and establishing a clear purpose for conservation and a team
- Demonstrable skill in leading and managing people and a track record in creating high performing teams where staff feel valued and motivated to perform
- Experience of creating a working environment that encourages equality, diversity and inclusion, and the ability to create an inclusive, respectful culture within a team
- Effective interpersonal and communication skills, ability to collaborate, inspire trust with colleagues including proven ability to write and present reports, policies and procedure documents
- Able to manage performance effectively and to coach and develop others to achieve objectives
- A successful track record of managing change within a team
- Experience of activity planning and project management with proven ability to manage complex workflows and deliver services to a consistently high standard, on time and within budget
- Demonstrable ability to manage budgets and allocate resources effectively
- Strong interpersonal and influencing skills, proven ability to negotiate and work collaboratively across a complex organisation to achieve and deliver results
- Knowledge and understanding of current health & safety legislation, with specific reference to conservation, and experience of implementation
- Able to work under pressure, managing competing demands, prioritising activities and delegating effectively to ensure all available resources are used to complete tasks and projects to deadline
- An effective decision maker: clear thinking, flexible and solutions-focused
- Evidence of improving standards of delivery and enhancing efficiency and effectiveness in a professional environment

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/ 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 15 May 2023 by midnight. Interviews will be held shortly afterwards.

