



Post: Research Manager
Reference: TG2142
Band: 3L
Department: Tate Modern Division
Contract: Fixed-term of Three Years
Hours: Full-time
Reporting to: Senior Curator, International Art
Location: Bankside, 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.

Since Tate Modern opened in 2000, its programme of major temporary exhibitions, collection displays, commissions, live performance, and film programme has developed in diversity, scope and profile. In 2016 Tate Modern opened the Blavatnik Building increasing the scope and breadth of the exhibition and collection displays. The Tate Modern curatorial team sits within the Tate Modern Division and ensures the highest standard of content and delivery of this programme.

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

Purpose of the Job

To manage research projects and initiatives within the Curatorial department at Tate Modern, supporting the research and development of Tate's collection, contributing and supporting the strategy for research within the programme.

Main Activities/Responsibilities

Management

- Manage research projects and provide organisational and production support to Senior Curator.
- Work with project-based team of Curators, Adjunct Curators and other curatorial staff to deliver research projects.
- Devise schedules, establishing and maintaining key schedule dates for every project.
- Ensure efficient and cost-effective delivery always striving for best value for Tate money.
- Effectively manage and communicate with internal and external stakeholders, helping to secure their support and contributions to the projects.

- Liaise with the Director of Learning & Research and her team ensuring collaboration within Tate's overarching research plans and strategy.
- Ensure that the wider team is kept well informed of the progress on all projects and is consulted as appropriate. Recruit and manage Visiting Fellows to ensure the delivery of their outcome, per their Visiting Fellow agreements.
- Source and manage freelancers when necessary including drafting freelance contracts.
- Promote equality and diversity in all aspects of your work, maintain positive working relationships, ensuring that colleagues are treated fairly with respect/ dignity and contribute to developments that support the gallery's strategy for wider access, inclusion and diversity.
- Plan, organise and issue invitations for relevant research meetings.
- Prepare and maintain project documentation including fulfilling reporting requirements and delivering project plans.
- Prepare reports and compile information to funders and sponsors.
- Work collaboratively across different Tate departments to deliver research projects.
- Manage a small team of dedicated research staff.
- Produce regular reports on activities related to the project.
- Plan and oversee relevant website contents by liaising with Digital and Research departments.
- Undertake Tate advocacy, including attending Tate events where appropriate.
- Participate in recruitment when required.

Finance

- Manage the overall project budget providing top level information and reporting including initial allocations, scenario planning and risk management with the Senior Curator and Business and Operations Manager.
- Manage the quarterly forecasting and year end reconciliations with the Business & Operations Manager.
- Monitor and maintain accurate records of expenditure.
- Hold regular finance meetings with Senior Curator, Business and Operations Manager and Management Accountant.
- Process and approve invoices, credit card payments and expenses for the budget on the financial software and reconcile the accounts each month.
- Process monthly transaction reports and raise any issues with Business and Operations Manager.

Events

- Plan, organise and deliver research seminars, conferences and events.
- Cultivate good relationships internally and externally, act as an advocate for Tate and provide advice where appropriate.
- Work with Tate's Digital, Public Programme, Press, Design, Catering and other relevant departments on event-related tasks.
- Liaise with external partners and co-organisers regarding agreements and sharing of responsibilities.
- Liaise with speakers and participants regarding submissions, deadlines, expense claims and travel arrangements.
- Manage external relationships and mailing list.
- Produce event reports.

Person Specification

Essential

- Demonstrable experience of managing projects in a research or museum context.
- Demonstrable experience with budget monitoring and management through an annual budget cycle.
- Proven experience of planning, organising and delivering research or curatorial events.
- Excellent time and planning skills, with the ability to work calmly under pressure and to multiple tight deadlines.
- Effective interpersonal skills, with the ability to liaise confidently and diplomatically both externally and internally at all levels and with individuals from a variety of cultures and backgrounds.
- Ability to work on own initiative, with a proactive, collaborative and flexible approach to problem solving.
- Articulate written and verbal communication, with the ability to draft reports/correspondence/synopsis and to convey them effectively both face-to-face and in written copy.
- Good numeracy skills with strong attention to detail and experience of working with databases.
- A high degree of computer literacy with knowledge of Windows-based and database applications.
- Experience of creating a working environment that encourages equality, diversity and inclusion, and the ability to create an inclusive, respectful culture within a team.
- 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 fixed-term contract of 3 years.

Working Hours

This post is offered on a full-time contract working 36 hours per week – Monday to Friday.

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 £31,742 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 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.

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 Tuesday, **11 December 2018 at midnight.**

Our jobs are like our galleries, open to all

