



## Job description

Job title	Storage Project Coordinator
Department	Collection Management
Contract	Fixed Term (3 years)
Salary	£30,848 per annum
Hours	Full time, 36 hours per week
Location	Tate Stores with regular travelling to Wiltshire and offsite stores
Reporting to	Storage Manager

## 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 the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

You can find further information about Tate on our website: [www.tate.org.uk](http://www.tate.org.uk).

## About the role

This role works closely with the Storage Manager within Storage team to support and facilitate Collection Care's storage projects and medium-term Storage Programme for Tate's collections, participate in care of artworks and keep the project on track to meet the project KPIs in a given timeframe. The role will work on collection consolidation and movements to optimise storage capacity in support of Tate's programmes, liaising with teams in the Collection Care Division and wider Tate colleagues to address and maintain operations in our storage sites.

## About your team

The Collection Care Division comprises three departments: Collection Management, Conservation and Library, Archive & Collections Access, supported by a central Planning & Administration Team. These departments work collaboratively to achieve the division's strategic objectives.

Tate's Collections are at the heart of everything that the Collection Management team does, bringing excellence and innovation to their care. The department is responsible for the inventory of all works of art in the collection, the logistical, legal, practical and technical aspects of looking after, moving, recording and installing the works of art in Tate's care and for facilitating the delivery of Tate's programmes. Comprising of the Art Handling, Collection Registrars, Photography & Imaging and Storage teams, we work together closely and are responsible for managing Tate's storage facilities.

## What you will gain

Motivated, and skilled people are key to our continued success, and we want everyone at Tate to have the opportunity to develop and thrive. In this team, you will be encouraged to contribute your ideas, realise your potential, and learn new skills and knowledge.

## What you will do (Main Duties and Responsibilities)

- Support the Storage Manager with effective liaison of storage activities and coordination of collection movements in stores and between storage sites to support Tate's programme and long-term preservation of the collection.
- To coordinate, negotiate and mediate between registrars, art handlers and conservators to facilitate storage consolidation and organise transportation and shuttles in support Tate's programmes and ensure that our storage sites remain operational and functional.
- Initiate conversations with wider teams to identify areas of storage optimisation needs; align the storage project timeframe with wider Tate's programmes; be proactive to roll out storage project to meet storage operational needs
- To liaise and supervise contractors to install storage facilities and re-organise storage areas to maximise capacity across storage sites in London and Wiltshire
- Write risk assessment for all storage project activities for colleagues and contractors; ensure implementation of H&S measures at all time
- Represent the storage team at Weekly Plan meeting, Forward Planning meeting; discuss and flag to line managers for any foreseeable conflicts. Attend Storage

Operation and Maintenance Group meeting and other appropriate meetings as directed to update timeframe of storage project and plans of activities across storage sites

- Responsible for organising, coordinating and supervising storage deep cleaning and regular housekeeping in storage areas in Tate Store and Dean Hill
- Raise purchase orders and place order of equipment and materials for storage project and when required; update spreadsheet to keep good record of storage project expenditures
- Assist the Storage Manager to gather storage facilities and raw data to review storage capacity and artwork footprints; monitor and report storage project progress and achievements
- Lead Collection Care tours of Tate Store for staff; give site inductions to colleagues and contractors when required

## What you will bring to the team

- Experience of working in a large and complex operating environment in a museum or cultural institution across a range of different teams and programmes
- Knowledge of working with artworks, museum artefacts, archive and library collections and understand standards of collection care and management i.e. SPECTRUM guidelines
- A practical understanding and some experience of the functions and requirements of collection storage within a museum or cultural institution
- Strong project coordination and management skills. Highly organised with the ability to prioritise, plan, monitor and manage time effectively to complete project goals and KPIs within a strict time frame, being responsive to unforeseen tasks and shifting deadlines
- Self-motivated with a strong sense of initiative and the ability to both work well independently and within a large teams
- Meticulousness, with a keen attention to detail in all aspects of work. Able to provide precise and concise information and project updates to line managers and teams, alongside the ability to spot risks and potential conflicts of time and resources, ensuring that they are flagged to the Storage Manager in a timely way
- Excellent interpersonal skills and a diplomatic manner; ability to collaborate as part of a team, to progress a variety of goals of projects proactively, flexibly and calmly under pressure
- Experience of financial procedures to raise purchase order, accurate and good record keeping of expenditure within a given budget
- Good understanding of H&S legislation in workplace and ensure implementation and compliance
- Willing to work flexibility between storage locations, and work out of hours and weekend where required
- Interest and commitment to the work of Tate

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
- 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 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.

## 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 21 May 2024 by midnight.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.



