



**Post:** Assistant Exhibitions Registrar  
**Reference:** TG2347  
**Band:** 4R  
**Department:** Exhibitions, Tate Liverpool  
**Contract:** Permanent  
**Hours:** Full-time  
**Reporting to:** Registrar & Production Manager  
**Location:** Liverpool

## **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.

Tate Liverpool's Exhibition Department is responsible for developing a dynamic programme of changing displays and exhibitions to reflect, promote and embody Tate Britain's role as the world centre for the study and enjoyment of British art from 1500 to the present day. The Tate Liverpool Exhibitions team ensures the highest standard of content and delivery of this programme and is central to the involvement of all Tate departments.

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

## **Purpose of the job**

To assist and provide registrarial support to the Registrar and Production Manager in the delivery of packing, transportation, indemnity and insurance arrangements for Tate Liverpool's programme of exhibitions and collection displays, and to take responsibility for loans in to smaller exhibition projects and aspects of the delivery of Tate Liverpool displays programme. To execute this to agreed deadlines, to international museum standards, to lenders specifications and as cost effectively as possible.

## **Main activities/Responsibilities**

### **Exhibition Coordination**

- Liaise with lenders to Tate Liverpool's exhibitions and where necessary, negotiate loan agreement clauses covering transport and insurance.
- Arrange Government Indemnity and commercial insurance for works of art in consultation with lenders, Arts Council England and/or insurance brokers.
- Assist the Registrar and Production Manager in maintaining accurate indemnity reports for all loans into Tate Liverpool exhibitions for reporting to Arts Council

- Work closely with the Art Handling Manager, Conservators and Curators to assist in the coordination of the installation and de-installation of Tate Liverpool exhibitions.
- Provide administrative and practical assistance to colleagues working on major Tate Liverpool exhibitions and tours.
- With the assistance of the Exhibitions Assistant, make travel, accommodation and per diem arrangements for couriers from lending institutions.
- On occasion take overall responsibility for the delivery of Registrarial aspects of specific Exhibitions and Displays.
- Be responsible for the yearly archiving of records from the Tate Liverpool Exhibitions Department, and the Director's Office.
- Work flexibly as part of the wider Exhibitions Team, under the direction of the Registrar and Production Manager.

### **Transport Coordination**

- Seek estimates from transport agents for the packing and transport of loans in compliance with Tate's Transport Framework Agreement and appropriate museum standards. Select and appoint agent in consultation with the Registrar and Production Manager and monitor performance.
- Liaise with the Art Handling Manager, Conservation and Curators to assist in the efficient coordination of the installation and de-installation of Tate Liverpool Exhibitions
- On occasion, act as a courier travelling with loaned art works to ensure the safe transit to Tate's partner venues.

### **Movement of Artworks**

- Receive and dispatch works of art at the gallery, ensuring art movements are documented and recorded accurately on Tate's TMS (The Museum System) database.
- Maintain the quality and currency of data in Tate's collection management system to ensure that object location information for artworks at Tate Liverpool is up-to-date, accurate and complete.
- Co-ordinate internal job requests and assist in the scheduling of transport for the movement of objects between Tate Liverpool and other Tate sites as part of Tate Liverpool's programme of displays.
- Participate in physical inventories and audits

### **Standards and Procedures**

- Safeguard works of art in Tate's care by applying Tate's policies for care of the collections and exhibition loans, ensuring that all relevant legal requirements and international conventions are complied with, as well as non-legislative guidelines.
- Contribute to the development, implementation and communication of registrarial policies and procedures at Tate Liverpool.
- Support colleagues in Collection Management and other departments in the use of agreed procedures.

### **Person specification**

#### **Essential**

- Excellent organisational and planning skills, with the ability to remain calm and focussed while working under pressure and solve problems pragmatically and through negotiation.
- An understanding of fine art transport, government indemnity and commercial insurance, preferably from a similar role.

- An understanding of international museum standards regarding environmental requirements, packing, handling and transport of works of art.
- Excellent written and verbal communication skills with the ability to deal effectively with both internal and external contacts, resolving problems through negotiation.
- Accuracy under pressure maintaining meticulous attention to detail.
- Good computer literacy – particularly use of Word, Excel, databases, email and the Internet.
- Experience of budget planning and costing with the ability to deal accurately with figures.
- Ability to work collaboratively as part of a team as well as unsupervised and under own initiative.
- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect.
- Ability and willingness to work outside of core hours on occasion to realise projects
- An interest and commitment to the work of Tate.

### **Desirable**

- A degree in art history, fine art or a similar subject.
- Knowledge of one or more European languages
- Experience of using Collection Management databases (e.g. The Museum System).

## **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.

### **Salary**

This post is graded on Band 4R of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £22,774 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](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.
- 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 **11 June 2019 by midnight**.

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



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

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This post is graded on Band 4 of the Tate pay scales.

An appointment to this post will be made at the bottom of the band at £22,774 per annum.

### **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.

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The closing date for the submission of completed application forms is **Sunday, 2 December 2018 at midnight**. Interviews will be held on **Wednesday, 12 December 2018**.

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