



**Post:** Senior Conservation Technician, Time-Based Media  
**Reference:** TG2250  
**Band:** 4L  
**Department:** Conservation  
**Contract:** Permanent  
**Hours:** Full Time  
**Reporting to:** Time-Based Media Conservator  
**Location:** Tate Stores, Southwark, London

## **Background**

Tate aims to be artistically adventurous and culturally inclusive art museums for the UK and the world that are open, bold, rigorous and kind in all that we do.

We want to celebrate the art of the past and present in its complexity and diversity, supporting artistic risk taking and deep scholarship, shared with all our audiences, in our buildings, in exhibitions we tour, through works we loan and across our digital spaces.

We want to welcome audiences that better reflect the towns, cities and the nation we are part of and attract a diverse international public. Our reach is already powerful, and we want to broaden this to connect across society, with art that is relevant for people today and that has a powerful impact in the world.

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 how they can develop their own creative potential.

We hold the national collection of British art, spanning 500 years, and of modern and contemporary international art that reaches across all continents: we want to share and celebrate access to this collection and deepen knowledge and understanding of its importance.

## **Collection Care**

Collection Care's mission is to manage and enable access to Tate's collections in both physical and digital format. The division carries out Tate's legal responsibilities for the care of its collections, for the benefit of the public, now and in the future. Its operations embrace the management and care of Tate's art, archive and library collections and the facilitation of Tate's programmes of acquisitions, exhibitions, displays, loans and international touring. Collection Care comprises three departments: Collection Management, Conservation and Library, Archive & Collections Access. It manages storage facilities and provides access to art works held in storage, by appointment, and to the Library, Archive and Prints & Drawings collections through its Reading Rooms' services at Tate Britain.

## **Conservation**

The Conservation department brings excellence and innovation to the care of Tate's collections, preventing damage and deterioration and ensuring that the objects in its care are available for future generations to enjoy. The department provides specialist conservation services to support the programme across Tate and the long-term care of the collection. The areas include: Paintings, Frames and Workshop; Sculpture and Installation; Paper and Photographs; Time-based Media; Conservation Science and Preventive Conservation.

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

## **Purpose of the Job**

To provide technical support and expertise for Time-Based Media (TiBM) works of art at Tate sites and for Tate programmes focusing on displays and exhibitions to prepare, install and maintain equipment and media, developing and advising on specifications for storage, transit, installation and display. To also collaborate in the collection care activities within the section, contributing to development of procedures and workflows for the preservation of the works in the Collection.

## **Main Activities/Responsibilities**

### **Provide technical expertise for TiBM artworks in Tate's Collection and care**

- Assist Conservators in the preparation, installation and maintenance of media and equipment using a full range of specialist techniques.
- Design and create specifications, bespoke packing and supports/mounts for TiBM works of art and equipment.
- Research and formulate innovative approaches to solve complex technical problems
- Create and update records for Tate's Collection Management System (TMS) and Conservation records.
- Advise staff at all levels on technical requirements for works of art.

### **Collections Care and Preventive Conservation Activity**

- Active involvement in the design, development and use of long term collection care procedures, including those for packing, transport, storage, display and installation.
- Assist with preventive conservation activities such as environmental monitoring, integrated pest management and maintenance of works of art on display.
- Maintain an organised workplace including equipment maintenance as required.

### **Support for Tate programmes**

- Provide accurate time and cost estimates for your activities.
- Organise and deliver technical input on time and within budget for agreed projects.
- Provide recommendations for TiBM artworks including transport, handling, installation and display of works of art for Tate sites and loans programmes.
- Undertake specialist activities such as quality control checking of media and equipment.
- Undertake courier activity, overseeing the transport and installation of works of art at Tate and non-Tate sites.

- Create and document display specifications and associated activity.
- Support workplace activity and implement required Health and Safety measures.

### **Management, Supervision and Training**

- Manage staff, including performance management against objectives in line with Tate's Performance Review process.
- Act as a mentor to junior staff and play an active role in supporting the development of technical expertise with the Conservation Department.
- Contribute to programmes of training and development for Tate staff, interns, and others as required.
- Supervise project teams and contractors, including work plans, ensure quality and quantify the required resources.
- Support the Conservation department's management team in reviewing, improving and implementing procedures and policies.

### **Public and Professional Activities**

- Keep up-to-date on current thinking and best practise in own specialist field through Continuing Professional Development.
- Share knowledge and expertise with colleagues.

### **Person Specification**

#### **Essential**

- A relevant technical qualification or equivalent work experience.
- Proven experience with a range of media such as film, video, audio, slide and software and with the equipment required to run them.
- Proven experience preparing, installing and maintaining TiBM artworks on display, including the provision of accurate cost and time estimates.
- A pragmatic approach to problem solving with consideration of practical and ethical issues.
- Proven experience providing specialist technical advice for both old and new media and display technologies.
- Experience in checking media for quality control and in documenting display specifications.
- Ability to line manage.
- Effective interpersonal and communication skills.
- Organisational, time management and planning skills with the ability to work well under pressure and prioritise workload to meet deadlines.
- Ability to work effectively within a large and complex organisation, as a part of a team or alone.
- An understanding of the principles of equality and diversity in relation to learning and the ability to apply these in practice at work
- Good end-user IT skills, including CAD and collection management database software.
- An interest in and commitment to the work of Tate.

#### **Desirable**

- Experience working in a museum or gallery.
- Experience as a line manager.

## **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 4L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £25,774 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 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/](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 **26 February 2019 by midnight**. Interviews being held W/C 4 March 2019.

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

