



Post: Assistant Exhibitions Registrar
Reference: TG2156
Band: 4L
Department: Curatorial Department, Tate Britain
Contract: Permanent
Hours: Full-time
Reporting to: Exhibition Registrar
Location: Millbank, 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.

Tate Britain's Curatorial 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.

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

Purpose of the job

To administer the planning, scheduling and co-ordination for packing, transport and insurance of temporary loans in to Tate Britain's display programme. To provide support to Tate Britain Exhibition Registrars on major exhibitions and tours.

Main activities/Responsibilities

- Review lenders' loan agreements with Tate and where necessary, negotiating with lenders on clauses covering transport and insurance.
- Arrange Government Indemnity and commercial insurance for works of art in consultation with the owner, the Department for Culture, Media and Sport and/or insurance broker.
- Compile monthly and six monthly indemnity reports for all loans into Tate Britain exhibitions and displays for the Department for Culture, Media and Sport.
- Seek estimates for transport agents for the packing and transport of loans. Select and appoint successful agent and monitor performance.
- Plan and co-ordinate the packing and transport of works of art in accordance with appropriate museum standards, taking safety, cost and lender's conditions into consideration.
- Make travel, accommodation and per diem arrangements for couriers from lending institutions.
- Liaise with the Art Installation Manager, Conservation, Art Handling, Curators and Collections Registrars regarding the scheduling of the installation and de-installation of temporary loans-in to displays.

- Receive and dispatch works of art at the gallery, ensuring art movements are documented and recorded on Tate's TMS (The Museum System) database.
- Check invoices for packing, transport, courier costs and insurance, and keep up to date electronic records of these. Contribute to the setting of budgetary forecasts for displays and monitor and update actual budgets.
- Provide administrative and practical assistance to colleagues working on major Tate Britain exhibitions and tours.

Person specification

Essential

- Proven experience arranging fine art transport, government indemnity and commercial insurance in a similar role.
- Knowledge of international museum standards regarding environmental requirements, packing, handling and transport of works of art.
- Proven organisational and planning skills, with the ability to prioritise and multi-task to meet deadlines.
- Excellent written and verbal communication skills with the ability to deal effectively with both internal and external contacts, resolving problems through negotiation.
- Competent under pressure maintaining meticulous attention to detail.
- High degree of 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 as part of a team as well as unsupervised and under own initiative.
- Ability to work with a diverse team and treat all colleagues with dignity and respect.
- An interest and commitment to the work of Tate.

Desirable

- A degree in art history, fine art or equivalent
- 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 4L of the Tate pay scales.

An appointment to this post will be made at the bottom of the band at £25,774 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.

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.
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Childcare Vouchers Scheme – offering savings on tax and national insurance.
- 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/ 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 **Sunday, 2 December 2018 at midnight**. Interviews will be held on **Wednesday, 12 December 2018**.

Our jobs are like our galleries, open to all

