



Job description

Job title	Collection Care Administrator
Department	Collection Care
Contract	Fixed-term until March 2022
Salary	£23,536 per annum
Hours	36 hours per week
Location	London
Reporting to	Collection Care Administration 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 British art from the 16th century to the present day, and international modern art from 1900 to the present day.

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

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.

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

About the role

As a member of the Planning and Administration Team, the Collection Care Administrator works with colleagues to deliver efficient and effective administrative, financial and staff support services to the Collection Care division.

Each Administrator leads on a particular aspect of the service and/or takes responsibility for specific projects and initiatives across the division's range of activities. Specific responsibilities may vary over time. All members of the team provide cover for each other to ensure a high standard of customer service is maintained. Team members also deputise for the Collection Care Administration Manager as appropriate.

What you will do (Main Duties and Responsibilities)

- Deal with a range of enquiries and act as a first point of contact for Tate departments, external parties and the public.
- Organise and support meetings including: scheduling, preparing agendas, booking meeting rooms/organise MS Teams or Zoom link, and taking and circulating minutes.
- Provide diary management for a member of the Leadership team.
- Support as necessary with the procurement of travel, goods and services, managing the corporate credit card process on Unit 4, processing orders and invoices and dealing with purchase and delivery issues.
- Assist in reviewing, improving and implementing processes and procedures to increase efficient working across the division.
- Develop and maintain efficient paper and electronic filing systems to store, manage and retrieve accurate divisional records, including confidential information.
- Organise public access to the collection not on display when safe to do so: answer enquiries, manage bookings, prepare information, organise visits and tours, and maintain records for reporting purposes.
- Ensure centrally held information about Collection Care, for both internal use and external access, is up-to-date and complete, including maintaining databases of suppliers, casual, contract and voluntary staff, contact lists, inventories and maintenance schedules and other information as required.
- Create, update and link records in the Collection Management System (TMS).
- Assist with the production of management information, creating and running reports as required.
- Organise and support Collection Care projects, undertaking a range of tasks as required.
- Build relationships with Collection Care staff, Tate departments and external suppliers to facilitate the delivery of efficient and effective services.
- Represent Collection Care effectively, participating in meetings, disseminating outcomes and providing timely feedback.
- Ensure compliance with legislation, Tate standards and procedures, Health and Safety regulations and other relevant standards and frameworks

What you will bring to the team

- Excellent administrative skills with experience of organising meetings.
- Commitment to providing a customer-focused service.
- Computer literate, with fast and accurate word-processing skills and the ability to use Microsoft package (Word, Excel, Outlook, PowerPoint, MS Teams), Zoom, databases and internet applications.
- Strong organisational skills with the proven ability to prioritise and great time management.
- Experience of developing and maintaining online and paper-based filing systems.
- Strong verbal and written communication and interpersonal skills with experience of communicating confidently and effectively with both internal colleagues and external contacts.
- A flexible approach to work and the ability to work effectively as part of a team.
- Attention to detail including the ability to work accurately with financial and numerical data.
- Ability to work collaboratively with a diverse range of colleagues working onsite and remotely, work within a diverse team and treat all colleagues with dignity and respect.
- An interest in and commitment to the work of Tate.

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](#).

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.

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 **2 October 2021 by midnight.**

