



**Post:** Senior Art Handling Technician  
**Reference:** TG2302  
**Band:** 4L  
**Department:** Collection Management  
**Contract:** Permanent  
**Hours:** Full-time  
**Reporting to:** Art Handling Manager  
**Location:** Based across our London sites and Wiltshire

## **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.

At the heart of Tate is the collection, currently numbering over 70,000 works spanning five centuries and providing a magnificent resource for all four Tate galleries as well as for galleries and museums regionally, nationally and internationally. The collection is shared with as wide an audience as possible and is constantly being developed and added to, consolidating it historically and tracking contemporary art as it evolves.

## **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.

## **Collection Management**

The Collection Management department brings excellence and innovation to the care of Tate's collections. The department is responsible for 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 programme. Collection management holds the inventory of all works of art in the collection and is the guardian of information on the display and movement of works across Tate sites and for loans out to national and international partners and galleries. The department comprises the Art Handling, Registrars and Photography teams and is responsible for managing Tate's storage facilities.

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

## **Purpose of the Job**

To manage collection care operations: including installation, safe handling and packing artworks for exhibition, loans and storage. To participate in art handling operations across Tate storage sites at Southwark and Wiltshire and other venues as necessary.

## **Main Activities/Responsibilities**

- To lead, manage and participate in art handling operations as part of the delivery of individual exhibitions and collection projects. This will include planning the workload of a team of technicians and the production of risk assessments and method statements to ensure safe working practices.
- To line manage Art Handling Technicians and support the development of a versatile and skilled team, by identifying ways of giving each technician challenges that motivate and provide opportunities on a wide range of projects.
- To advise, plan and manage the practical aspects of Tate's collection storage for all types of artwork at Tate Stores Southwark and Wiltshire.
- To take an active part in Tate's loan programme, undertaking courier trips when necessary and dealing with large, complex and significant collection works.
- To identify training needs and lead formal and informal training sessions on art handling techniques and procedures. This includes taking part in recruitment and team building exercises.
- To provide art handling expertise as a member of selected projects from planning to completion, finding technical solutions to installation problems and advising Art Handling Manager on risks and achievable schedules.
- To liaise with Art Handling Manager and a wide range of departments within Collection Care and Curatorial and adjust priorities as required, ensuring flexible and first class art handling support is provided to Tate.
- To advise on specifications for equipment and be responsible for the care, maintenance and storage of art handling equipment and materials.
- To ensure that Tate's art handling, collection management and conservation standards are maintained relating to documentation, security, collection care and presentation of displays to the public.

## **Person Specification**

### **Essential**

- A high level of expertise and significant experience in the handling, installation and care of a variety of complex artworks.
- Demonstrable supervisory or people management experience - the ability to lead and motivate a team.
- Excellent interpersonal and communication skills, including the ability to communicate diplomatically and effectively at all levels and to work collaboratively with colleagues across Tate and with external contacts.
- A pragmatic approach to problem solving.
- The ability to work confidently and accurately under pressure, with a flexible and adaptable approach, on a wide range of tasks, often on own initiative.
- Demonstrate a flexible and adaptable approach to rescheduling.

- Experience of creating a working environment that encourages equality, diversity and inclusion, and the ability to create an inclusive, respectful culture within a team.
- An interest in and commitment to the work of the Tate.

### **Desirable**

- Experience acting as courier on international exhibitions.
- Knowledge and experience with collection documentation and management processes.
- Ability to identify training needs and lead formal and informal training sessions.

## **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 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 **1 May 2019 by midnight**.

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

