



**Post:** Assistant Curator: Schools and Teachers Programme  
**Band:** Specialist  
**Department:** Learning  
**Contract:** Permanent  
**Hours:** Full-time  
**Reporting to:** Curator Schools and Teachers Programme  
**Responsible for:** Schools Assistants, Schools and Teachers Intern  
**Location:** Bankside and Millbank, London

## **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.

This vision is central to the Learning (London) department which aims to inspire new ways of learning with art, and specifically with Tate's collection for all our audiences. We do this by working with artists and partners to develop and produce a programme of activities, resources and events at Tate Modern and Tate Britain that have enjoyment at their heart and reflect the diversity of artistic and cultural practices, and the communities we serve. We aim to offer the highest quality programme developed by a dedicated team that has a profound understanding of both art and how to design and implement programmes that maximise learning experiences for all our visitors.

The Schools and Teachers team work with practising artists to create workshops, resources, teachers' evenings and courses that reflect the interests and concerns of current art practice in relation to the broader context of formal education and society today. Framed by the alternative teaching and learning environment of the public museum our aim is to support our audience to learn about themselves and others through spending time with art. We believe that all young people should be able to see themselves reflected back in all that they encounter at Tate and seek to develop programme that is multi-voiced and inclusive.

## **Purpose of the Job**

To support the successful delivery and implementation of the Schools and Teachers programme.

## **Main Activities/Responsibilities**

### **Programme support and delivery**

- Support with the planning, delivery and evaluation of the Schools and Teachers Programme across Tate Modern and Tate Britain, in collaboration with the Convenor, Curator and team.
- Work with colleagues from across departments including, Visitor Experience, Information, Security, Audio Visual, Digital and Marketing to ensure the smooth delivery of the programme.
- Support the programme logistically including, writing event memos; staff briefings, booking catering, rooms and audio-visual equipment; and ordering materials.
- Actively contribute ideas as part of the team's curatorial programming conversations.
- Work in collaboration with the wider team to support artists and other external organisations to develop and deliver activities.
- Work with colleagues and external networks to help ensure the programme is inclusive and reaching a diverse audience.
- Communicate the programme internally and externally including, regular project updates, presentations and meetings with colleagues, teachers and visitors.
- Assist with the marketing of the Tate London Schools and Teachers programme including developing text for e-bulletins, annual brochure and the website.
- Assist with research and evaluation of the Tate London Schools and Teachers programme.
- Ensure that all programmes are fully documented and archived.

### **Administration and Finance**

- Support the Convenor and Curator in monitoring the programme budget, including maintaining financial records, budget reforecasts and end of year accruals with great attention to detail.
- Provide general administrative support to the Schools and Teachers team including processing payroll, invoices and purchasing card transactions.

### **Other**

- Work cross-site at both Tate Modern and Tate Britain, attending meetings and planning and delivering events.
- Work occasional irregular working hours, including weekends and evenings, as required by the programme.
- Support the personal and professional development of members of the team through line management of either a Schools Assistant/Supervisor or Schools Administrator and/or Schools and Teachers intern.

## **Person Specification**

### **Essential**

- Proven experience of assisting in devising and implementing the delivery of projects for young people and/or teachers.

- Excellent team-working and collaboration skills with an open and flexible approach to building and maintaining good internal and external working relationships.
- Highly organised with the ability to work on own initiative, anticipate issues and find effective solutions.
- A commitment to, and understanding of, the principles of diversity and inclusion, and how to apply them to everything you do at work.
- Excellent communication skills with the ability to share information clearly with colleagues, partners and diverse user groups.
- Proven experience of organising people, including delegating tasks and managing staffing rotas.
- A strong interest in and experience of arts or cultural engagement programming for young people.
- Highly developed administration skills with a high degree of computer literacy – knowledge of Windows based applications, able to use word-processing, database, spreadsheet, Internet and email applications and put together presentations and present information creatively.
- Good numerical skills with close attention to detail when data inputting and undertaking financial administration.
- Evidence of writing a range of information/documents for different audiences (for example drafting reports, evaluation and marketing texts).
- An interest in and commitment to the work of Tate.

## **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 **Monday 6 April 2019 by midnight**. Interviews will be held **Friday 17th May 2019** and **Wednesday 22nd May 2019**.

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

