



Post: Assistant Curator: Family and Community Programmes
Reference: 8011
Band: Specialist
Department: Learning, Tate Modern
Contract: Temporary Maternity Cover for up to 12 months
Hours: Full-time
Reporting to: Curator: Family & Community Programmes
Location: Bankside, London

Background

The aim of Tate is to increase public awareness, understanding and appreciation of British art from the 16th century to the present day, and of international modern and contemporary art.

The overall aim of Tate Modern is to increase public awareness, understanding and appreciation of international modern art. The Learning Department facilitates the gallery's role by providing programmes and events for a variety of audiences and interests. The Family Programme enables use and enjoyment of the gallery by families with children of all ages. The Community programme enables use and enjoyment of the gallery by a wide range of community organisations, especially those new to art galleries or to modern art.

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

Purpose of the Job

To provide logistical and administrative support to the Family and Community Programmes. This includes internal and external liaison and contact with artist educators, community group leaders and other partners.

Main Activities/Responsibilities

- To provide full administrative and logistical support to the Family programme, including *Start*, and the Community programme which includes the daily *Art into to Life* workshops and a seniors' programme.
- Be a first point of contact for external and internal enquiries.
- Liaise with other departments, (for example catering, Tate Ticketing) to ensure the smooth running of events.
- Maintain and update programme databases, and to input information onto the content management system.
- Use existing systems to input and analyse statistics and demographic information and regularly write evaluation reports.
- To support the Curators of Family and Community Programmes with any other duties as requested.

Person Specification

Essential

- A degree in a relevant subject, preferably art history, or equivalent.
- Proven relevant experience of having worked in an education setting, art gallery or museum.
- Good written and presentation skills.
- Excellent administrative skills.
- Well developed interpersonal skills including proven experience of building effective working relationships.
- Highly organised approach to work including demonstrable ability to work under pressure and to deadline.
- Demonstrable ability to work under own initiative and an independent approach to problem solving.
- Ability to work effectively as part of a team.
- A commitment to and respect for working with a diverse range of people of different ages.
- A flexible approach to work.
- An interest in and commitment to the work of Tate.

Desirable

- Experience of analysing demographic data.
- Experience of working in an informal/ community environment.
- Understanding of the processes and structures of the informal education sector.
- Understanding informal learning in the gallery environment.

Pay and Benefits

Type of Contract

This appointment is offered on a temporary contract of up to 12 months to cover maternity leave.

Working Hours

This post is offered on a full-time contract working 36 hours per week – Monday to Friday.

Salary

This post is graded in the Specialist Band of Tate's Pay Bands which is as follows:

Minimum								Ceiling
m	+1	+2	+3	+4	+5	+6	+7	
£21,000	£22,000	£22,500	£23,000	£24,000	£25,000	£26,000	£27,000	£28,000

An appointment to this post will be made at the minimum of the band at £21,000 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.

As part of the pay negotiations for the pay award payable from 1 April 2008, we will be undertaking a review of the current pay bands and progression arrangements. In the interim we will continue to use the existing scales for setting starting salaries for new staff and adjusting salaries for existing staff. We will communicate any changes to staff as they are agreed.

Annual Leave

Annual leave is 25 working days per annum

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 offer a choice of two types of pension:

- **nuvos**. This is a high quality, index-linked defined benefit occupational pension scheme that currently has a 3.5% member contribution rate. As your employer we meet the rest of the cost of the scheme.
- **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 different conditions may apply.

Other Discretionary Benefits

- Interest-free Season Ticket Loan.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts in the Tate Restaurants and Cafes and on items purchased in the Tate Bookshops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.

Selection

Completed application forms should be returned to:

Human Resources Department
Tate
Millbank
London SW1P 4RG

Fax: 0871 5941785

In view of the increasing postal costs and our constant need to make the best possible use of our resources it is our policy to write only to those people who are invited for interview. I am sure that you will appreciate the need for this. If you would like confirmation of receipt of your application please enclose a stamped addressed postcard. If you do not receive an invitation to interview within two weeks of the closing date, regrettably, you should assume that you have not been successful on this occasion.

The closing date for the return of completed application forms is **Thursday 22 May 2008 by 5.00 pm**. Interviews to be held on **Wednesday 11 June 2008**.

Our jobs are like our galleries, open to all.