



**Post:** Assistant Curator (International Art)  
**Reference:** 8056  
**Band:** Specialist  
**Department:** Curatorial Department, Tate Modern  
**Contract:** 2 years fixed-term  
**Hours:** Part-time, 3 days (21.6 hours) per week  
**Reporting to:** Curator (International Art)  
**Location:** Bankside, London

## Background

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

The Collections International Art Team is part of the Curatorial Department and is based at Tate Modern. It is responsible for Tate's acquisition programme and plays a leading role within Tate in researching the Collection. It contributes to the display and exhibition programmes of all Tate sites, particularly Tate Modern and Tate Britain, and is also involved in touring exhibitions of the Collection.

The post-holder will work primarily on acquisitions relating to contemporary art from 1965 onwards, with a special emphasis on geographical regions beyond the traditional focus of Tate's collection (in the past this has been almost exclusively on Western Europe and North America).

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

## Purpose of the Job

To assist and support the work of the Curatorial Department relating to Contemporary Art, particularly art from the Middle East, Eastern Europe, Africa, South Asia, Asia Pacific and Latin America, dealing with acquisitions, research and publishing on the collection, displays and exhibitions, and specialist enquiries.

## Main Activities/Responsibilities

### Acquisition of Works of Art for the Collection

- Provide general support in the operation of the acquisitions process, including: writing correspondence and liaising with artists, dealers, private collectors and artist's estates; carrying out library research; completing acquisition proposal forms; providing support to funding groups; taking minutes.
- Write reports on works of art to be recommended as acquisitions to the Director and Trustees of Tate and draft post-Board letters for the Director.

- Assist in the preparation of written applications to grant-awarding bodies in relation to potential acquisitions.
- Write Board notes, and notes for the relevant acquisitions committees, the Members, and Patrons groups.
- Manage acquisition and artist lists and statistics from *The Museum System* collections-management database.
- Carry out catalogue filing.
- Address issues relating to the framing, photographing and installation requirements of new acquisitions, liaising with the Photography and Conservation departments as required
- Maintain and update catalogue files and information on acquisitions
- Supervise volunteers when required to do so.
- Respond to public and specialist enquiries relating to the collection.

### **Researching and Cataloguing Works in the Collection**

- Write short texts, catalogue entries and other texts relating to objects in the collection to the required standards.
- Maintain active research interests in the area of the team's responsibility.

### **Display of Works of Art in the Collection**

- Plan/contribute to the initiation and planning of displays at Tate sites and Tate programmes, as required.
- Assist with the practical elements of display delivery; compiling lists of works, checking their availability, preparing budgets, etc.
- Draft or write gallery display wall texts and captions.

### **Exhibition of Works of Art in and relating to the Collection**

- Assist in organising exhibitions at Tate sites, as required.
- Write entries and related texts for Tate exhibition catalogues.

### **General**

- Respond to public enquiries by letter, telephone, and e-mail, relating to works in the collection.
- Maintain Collections artists' catalogue files and vet catalogue files prior to viewing by external researchers.
- Lead tours and talks, as required.
- Write captions for Annual Report and carry out negotiations with artists regarding acquisition agreements, installation specifications etc.
- Represent the department on Tate-wide groups as required.

### **Person Specification**

#### **Essential**

- A degree in a relevant subject, preferably art history, or equivalent.
- A broad knowledge of twentieth-century art.
- Specialist knowledge of an aspect or aspects of contemporary art from 1965 onwards, particularly from one or more of the Middle East, Eastern Europe, Africa, South Asia, Asia Pacific or Latin America.
- A well developed visual sense and understanding of basic issues involved in the display of works of art in a public gallery

- Record of proven relevant work experience, whether paid or voluntary.
- Excellent writing skills - fluency, clarity of expression, an understanding of the different registers of text required for different audiences, and a capacity to write scholarly texts of an authoritative nature.
- Excellent research skills.
- Well-developed interpersonal skills including the ability to work effectively as part of team and to work collaboratively with colleagues across Tate.
- Initiative and an independent approach to problem solving.
- Excellent administrative and organisational skills, in particular, a capacity to work on a number of projects at once.
- Attention to detail.
- Ability to work under pressure, a conscientious approach to meeting deadlines, and a pleasant manner.
- Computer literacy – ability to use word-processing, internet, email, database and spreadsheet applications to support own workload. Training in the use of the specific applications used at Tate will be provided.
- An interest and commitment to the work of Tate.

### **Desirable**

- More substantial experience in a museum or gallery, working with displays, exhibitions or a permanent collection.
- Record of publishing scholarly or more popular texts about art in the area of the team’s responsibility.
- Well-developed IT skills.
- Spoken and reading knowledge of a language other than English, particularly of a language relevant to the regions specified.

### **Pay and Benefits**

#### **Type of Contract**

This appointment is offered on a part-time fixed-term contract of 2 years.

#### **Working Hours**

Normal working hours for this post are 21.6 hours per week.

#### **Salary**

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

<b>Minimu m</b>	<b>+1</b>	<b>+2</b>	<b>+3</b>	<b>+4</b>	<b>+5</b>	<b>+6</b>	<b>+7</b>	<b>Ceiling</b>
£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. Accordingly, the starting salary for this post will be £12,600 per annum (ie pro rata to £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 15 working days per annum (ie pro rata to the full-time entitlement of 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 **Monday 7 July 2008 by 5.00 pm**. Interviews will be held on **22 July 2008**.

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