



**Post:** Collection Registrar (Maternity Cover)  
**Reference:** 8062  
**Band:** Senior Advisory  
**Department:** Collection and Programme Services, Registrars  
**Contract:** Temporary Maternity Cover for up to 12 months  
**Hours:** Full-time  
**Reporting to:** Head Registrar  
**Responsible for:** Assistant Collection Registrar  
**Location:** Southwark, 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.

Tate's Collection & Programme Services (C&PS) Division is responsible for ensuring that collections are available and accessible to the public. Its operations embrace the management, research, care and conservation of the art, archive and library collections.

The Registrar's Department oversees the care, movement, documentation and storage of works of art and co-ordinates activities involving the movement of works of art in and out of Tate, both for the collection and for temporary exhibitions, and organises and documents the use and movement of the collection.

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 all registrarial procedures relating to the acquisition of new works entering Tate Collection, long loans in and long loans out of Tate Collection. Maintain policies and procedures concerning documentation and movement of Tate Collection.

## **Main Activities/Responsibilities**

### **Manage the registrarial areas of the acquisitions and long loans processes**

- Devise guidelines and ensure that all registrarial procedures relating to acquisitions and long loans are implemented and monitored.
- Manage the acquisition of new works and long loans entering Tate Collection from point of approval until the work is acquired or returned to owner.
- Ensure this is undertaken according to Tate policy and to national museum standards.
- Administer and monitor relevant areas of acquisitions budget in liaison with acquisitions co-ordinator.
- Liaise with acquisitions co-ordinators over transfer of title, credit lines and payments.

- Liaise with staff Tate wide to prepare works for viewing and consideration by Directors and Board of Trustees.

### **Manage and co-ordinate the movement of works entering the Tate Collection, either as acquisitions or long loans**

- Cost, negotiate and commission fine art transportation for the receipt and return of works of art, liaising with artists, donors and dealers.
- Liaise with Conservators, Registrars and Art Handling to initiate and supervise the movement of all works of art within the building and entering and leaving Tate sites ensuring all procedures are understood and followed.
- Arrange and renew insurance and indemnities.
- Maintain all customs procedures according to legal requirements and for inspection and audit. Ensure procedures for handling, packing and environmental conditions are adhered to.

### **Long loans out from Tate Collection**

- Responsible for managing long loans out from Tate Collection, liaising with borrower, issuing loan agreement, and ensuring all requirements are met.
- Negotiate terms and conditions and costs with borrower.
- Verify receiving museum meets all requirements for security, handling, display and environmental conditions.
- Ensure insurance or Government Indemnity is in place.
- Coordinate with Conservators, Registrars and Art Handling over packing and display conditions.
- Agree transportation conditions as arranged by borrower and oversee movement of works.
- Monitor the condition of the art work and terms of the agreement throughout the period of the loan.

### **Liaison with museums, lenders, donors and artists**

- Be first point of contact for all registrarial enquiries concerning new acquisitions, long loans in and out of the Tate Collection.
- Liaise with museums, commercial galleries, auction houses, lenders, donors and artists as appropriate to make arrangements for collection and delivery of works and negotiate loan agreements.
- Work closely with international fine art transport agents over requirements for packing, handling and transportation of works according to individual requirements

### **Accessioning, Documentation and movement of Tate Collection**

- Accession new acquisitions to Tate's collection, following acquisition procedures and ensuring all statutory and legal requirements are met.
- Hold responsibility for ensuring all Customs and Excise procedures relating to Tate's Bonded warehouse status are met, including holding accurate records of customs ledgers and liaison with customs and excise departments as required.
- Devise guidelines and ensure that policies and procedures are implemented and in place to enable accurate documentation of Tate collection, including component and location records.
- Advise on policies and procedures concerning Tate collection in store and ensure compliance.
- Conduct regular inventories of the collection, using a team of Art Handling Technicians organised in liaison with the Art Operations Manager, and report on findings.
- Reconcile inventories with actual status of collection and TMS records and take immediate and appropriate action if anomalies are identified.

- Monitor documentation records checking for consistency and accuracy.

### **Management of staff**

- Manage the Assistant Collection Registrar and section as appropriate including supervision, evaluation and assessment of training needs.

### **Person Specification**

#### **Essential**

- A degree in art history, fine art or equivalent.
- Significant experience of working as a registrar within a major museum collection in the fields of acquisitions, loans and collection documentation.
- Proven experience and understanding of museum collection acquisition guidelines and processes.
- Proven experience of collection management auditing, documentation and cataloguing, including knowledge of collection management databases.
- Proven experience of working to national museum standards for transportation, packing, handling and environmental requirements.
- Understanding and experience of arranging government indemnity and commercial insurance.
- Ability to solve complex logistical problems pragmatically and through negotiation, prioritising the care of the works of art.
- Highly effective personal management skills - the ability to remain calm and focussed while working under pressure, prioritise activities and use available resources to ensure tasks and projects are completed to deadline.
- Strong interpersonal skills - able to develop effective working relationships and inspire confidence from people at all levels both externally and throughout the organisation.
- High level of accuracy, and meticulous attention to detail.
- Ability to work as part of a team as well as unsupervised and under own initiative.
- Ability to supervise the work of others.
- High degree of computer literacy, including good keyboarding skills particularly with Word, Excel, Outlook and database systems.
- A commitment to, and understanding of, the principles of diversity and the ability to influence the behaviour of others to create a positive and inclusive working environment.
- A flexible approach to work.
- An interest in and commitment to the work of Tate.

#### **Desirable**

- Previous experience of supervising or managing staff.
- Experience of The Museum System or equivalent Collection Management databases.
- Knowledge of UK customs requirements and procedures.

## Pay and Benefits

### Type of Contract

This appointment is offered on a temporary contract covering maternity leave for up to 12 months.

### 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 Senior Advisory Band of Tate's Pay Bands which is as follows:

Minimum	+1	+2	+3	+4	+5	+6	Target
£24,375	£25,500	£26,625	£27,750	£28,875	£30,000	£31,125	£32,250

An appointment to this post will be made at the minimum of the band at £24,375 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 **Monday 14 July 2008 by 5.00 pm**. Interviews will be held in the week commencing 4<sup>th</sup> August 2008.

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