



**Post:** Assistant Collection Registrar  
**Reference:** 8063  
**Band:** Specialist  
**Department:** Collection and Programme Services, Registrar's Department  
**Contract:** Permanent  
**Hours:** Full-time  
**Reporting to:** Collection Registrar  
**Location:** Millbank, 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 support the Collection Registrar and work as part of the Collection team. To maintain and administer the Collection Displays programme at all Tate sites in accordance with Tate policy. To organise and record the movement and installation of Tate Collection within and between Tate sites, adhering to national museum standards and guidelines.

## **Main Activities/Responsibilities**

### **Maintain and administer Collection Displays Programme**

- Under the guidance of the Collection Registrar, maintain and administer the Collection Displays programme to ensure successful organisation, implementation, delivery and documentation of the programme at all Tate sites.
- Liaise with registrars, curatorial, conservation, art handling, education and events departments concerning requests for and suitability of works for display.
- Follow the Tate Exhibition and Displays process relating to collection displays ensuring compliance with procedures and maintenance of all TMS documentation and records concerning displays.

- Oversee preparation of all appropriate installation, movement and packing instructions for art handling technicians for collection displays at all sites.
- Ensure all relevant documentation is updated.
- Ensure maintenance of Collection Displays in support of the Tate's loan programme.

#### **Organise the preparation and movement of works**

- Responsible for organising the preparation and movement of works between and within all display sites for the purposes of display, exhibition, conservation and photography.
- Ensure packing and handling procedures and standards are met and maintained.
- Ensure all documentation procedures are followed and records are updated and maintained accurately and promptly.
- Organise regular Tate shuttle between all Tate sites, preparing documentation and liaising with cross site Registrars, Art Handling and Fine Art Shipping Agents.
- Appoint fine art transportation agents where required, prepare orders, complete Tate receipts and checking related invoices.
- Receive and despatch works where necessary, ensuring museum standards are met.
- Ensure indemnity and security arrangements are in place and make all courier arrangements as required.

#### **Safekeeping of works in non-display areas at Tate**

- Maintain the safekeeping and movement of all Tate works in non display areas at Tate Britain and Tate Modern including transit, conservation and photography.
- Receive and process requests for works from conservation and photography departments.
- Ensure the effective use of transit areas at Tate Modern and Tate Britain, instruct art handlers regarding destination of works.
- Ensure that policies and procedures are implemented and observed by all colleagues to enable accurate documentation of Tate collection, component and location records.
- Update all relevant documentation, including The Museum System (TMS) ensuring all records are complete and checking for accuracy and consistency.
- Participate in regular inventories of the collection, reconciling actual status with TMS records, reporting all findings to the Collection Registrar and take appropriate action if anomalies are evident.

#### **Communication and information on Collection displays**

- Under the guidance of the Collection Registrar, maintain accurate information on current, future and past Tate Collection displays and communicate to all relevant internal and external bodies.
- Respond to enquiries about works in displays from internal departments, other museum colleagues, the general public and other official bodies ensuring information is accurate and up to date.
- Ensure creation and maintenance of gallery plans in accordance with Tate's business continuity plans.

Assist the Head Registrar and Collection Registrar with other duties as assigned.

## Person Specification

### Essential

- A degree in art history, fine art or equivalent.
- Proven experience of working with a major museum collection including experience of exhibitions or displays and collection documentation.
- Proven experience of Collection Management, auditing, documentation and cataloguing.
- Proven knowledge of national museum standards for transportation, packing, handling and environmental requirements.
- An understanding of government indemnity and commercial insurance.
- Proven organisation and planning skills and experience of project-based work.
- Effective interpersonal and communication skills, including the ability to communicate diplomatically and effectively at all levels, both internally and with external contacts, resolving problems through negotiation.
- Ability to work under pressure, meet deadlines and retain good attention to detail.
- Able to work well as part of a team and on own initiative.
- Excellent computer literacy, particularly with Word, Excel, Outlook and database systems.
- A commitment to, and understanding of, the principals 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 and commitment to the work of Tate.

### Desirable

- Experience of The Museum System or equivalent Collection Management databases.

### Pay and Benefits

#### 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 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 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 rising to 27 working days per annum after three years' service.

### **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.**

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