



Job description

Job title	Acquisitions Programme Coordinator
Department	Collection
Contract	Permanent
Salary	£33,193 per annum
Hours	Full-time, 36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Acquisitions Programme Manager

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 the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

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

About the role

Working closely with the Acquisitions Programme Manager and the Director of Collection, you will help deliver Tate's acquisitions programme, supporting the acquisition of new works and their successful integration into the collection. The role combines careful project coordination with strong organisational and relationship-building skills, requiring regular collaboration with colleagues across Curatorial, Registration, Conservation, Development, Finance, Legal and Copyright.

About your team

Based primarily at Tate Britain's Millbank offices, with regular time spent at Tate Modern and Tate Stores, the team works across the organisation to manage acquisitions from initial proposal through to accessioning. It is a dynamic and supportive environment where colleagues work together to ensure new acquisitions are thoroughly documented, appropriately cared for and made accessible for future generations.

What you will gain

You will play a central role in supporting acquisitions through every stage of the process, gaining a comprehensive understanding of how works enter and are managed within Tate's collection. This is an excellent opportunity to develop specialist knowledge of acquisition and collections management practices while contributing directly to Tate's mission. We are committed to supporting professional development and encourage colleagues to share ideas, broaden their expertise and develop new skills in a collaborative and inclusive environment.

What you will do (Main Duties and Responsibilities)

- Act as the first point of contact for updates on acquisition causes, ensuring clear and timely communication across teams.
- Coordinate the preparation of agendas and papers for the Collection Group and Collection Committee. Take minutes, record decisions, circulate notes to relevant stakeholders and follow up on agreed actions.
- Commission and compile supporting documentation for acquisition cases, including curatorial texts, transport and shipping information, financial statements and other relevant materials.
- Manage the timely production and distribution of formal correspondence relating to acquisitions.
- Maintain accurate and up-to-date acquisition records, filing systems and collection database entries.
- Support the Acquisitions Programme Manager and Director of Collection in compiling data and preparing strategic policy and advocacy documents, with a focus on diversity and inclusion.
- Assist in the development and delivery of training sessions for curators and other internal stakeholders on the acquisitions process.
- Notify Collection Registrars when works are ready for collection, and coordinate with conservators and curators to ensure timely follow-up and progress tracking.

- Oversee and coordinate internal image updates to the website, working with Collection Assistants to ensure accuracy and consistency.
- Process and authorise invoices, maintain commitment spreadsheets and ensure financial records are accurate and up to date.
- Reconcile monthly ledgers and year-end payments in collaboration with the Finance team.
- Provide additional support to the Acquisitions Programme Manager and Director of Collection as required.

What you will bring to the team

- Demonstrable interest in developing a career in collections, with a strong understanding of the role of collections within museum practice.
- Excellent administrative and organisational skills, with the ability to manage multiple projects simultaneously and coordinate work across competing priorities.
- Strong numerical skills, with experience of monitoring budgets and managing financial information accurately.
- Ability to work effectively under pressure, meet deadlines and maintain a high level of accuracy and attention to detail.
- Strong interpersonal skills, with the ability to build and maintain effective working relationships with a wide range of colleagues and external stakeholders.
- Excellent written and verbal communication skills, with the confidence to communicate clearly with stakeholders at all levels.
- A proactive, adaptable and collaborative approach, with a willingness to contribute positively to team objectives.
- Ability to work independently, using initiative and sound judgement to prioritise workload and solve problems.
- High level of digital literacy, including proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook); experience of working with databases and collections management systems would be advantageous.
- A commitment to diversity, equity and inclusion, with the ability to support and promote inclusive practices in the workplace.
- A genuine interest in Tate's mission and a commitment to supporting the development and care of its collection.

The requirements listed here are guidelines, not hard and fast rules. You don't have to satisfy every requirement and we welcome candidates who bring transferable skills. Applying gives you the opportunity to be considered.

Tate for all

Diversity and Inclusion

Our jobs are like our galleries, open to all.

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](#).

Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

Benefits

- Birthdays off each year
- 25 days leave per year, rising to 27 after 3 years of continuous service
- A pension scheme with generous employer contributions
- Life Assurance and Income Protection for DC scheme members
- 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
- 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
- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership.

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.

How to apply

Our opportunities are open for you to apply online. Please visit:

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 Sunday 11 October 2026 by midnight. Interviews will be held the week commencing 26 October 2026.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.

