



Job description

Job title	Exhibitions Assistant
Department	International Partnerships
Contract	Fixed term for 12 months
Salary	£27,851 per annum
Hours	Full time, 36 hours per week
Location	Tate Modern, Bankside, London
Reporting to	Senior Project Curator, International Partnerships

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

To provide support to the International Partnerships department across all aspects of departmental and project specific administration. This role will particularly focus on supporting a wide-ranging programme of international exhibitions, providing project assistance from the initial development through to the delivery stages.

About your team

The International Partnerships (IP) team conceives, develops and curates exhibitions for and with museums, galleries and visual arts organisations globally, to build networks and share programmes and expertise. This is done through a variety of programmes, including international consultancy and training programmes. Parallel to the programme of loan exhibitions from all four Tate galleries, a dedicated strand of international touring programme has been established to enable Tate to work with a wide range of art institutions and share the collection with audiences in many parts of the world, and generate income to support Tate's wider activity.

What you will gain

Motivated, and skilled people are key to our continued success, and we want everyone at Tate to have the opportunity to develop and thrive. In this team, you will be encouraged to contribute your ideas, realise your potential, and learn new skills and knowledge.

What you will do (Main Duties and Responsibilities)

General Office Administration

To assist with general administrative support in the running of the office and department, including:

- Support (Senior) Project Curators and the Programme Coordinator with general office administration duties when required.
- Schedule meetings, book meeting rooms, take minutes and maintain accurate records.
- Process credit cards and expenses for allocated members of the team.
- Process invoices from external suppliers when required.
- Arrange travel including flights, accommodation, per diems, make travel bookings and produce itineraries and briefing papers for allocated members of the team,.
- Keep on top of general (digital) filing, keeping accurate exhibition records,.

Programme

To assist in the planning and delivery of exhibitions and projects including:

- Provide administrative support to (Senior) Project Curators in exhibition and project organisation.
- Support with venue research for future partnerships.
- Track discussions with partners and potential partners, keeping an accurate record of correspondence on a contact database
- Support initial research on new exhibitions, including undertaking online searches, compiling lists of works for consideration, sourcing images and inputting them into lists and presentations, compiling lists of precedent exhibitions.
- Support in researching, inputting information into and maintaining exhibition checklists and presentations.
- Support object research including availability and display criteria, operating a collections management database (TMS - The Museum System).
- Obtain and organise research materials.
- Assist with creating and updating 2D and 3D exhibition layouts using SketchUp.
- Updating and maintaining project documents, including schedules, budgeting and finance systems and project trackers.

- Support (Senior) Project Curators with general exhibition-related proof reading – checking copy, checking credit lines, checking correct use of Tate branding etc.

What you will bring to the team

- Proven experience in a range of administrative duties within a busy office environment
- Excellent administrative and organisational skills, with the ability to meet deadlines and remain calm during times of pressure
- Experience working on a number of projects simultaneously, balancing priorities and multi-tasking
- Strong interpersonal skills, with an ability to build effective working relationships with a range of colleagues, and a positive manner
- Excellent written and verbal communication skills
- A proactive, flexible approach and an ability to work as part of a team, contributing positively to team goals
- Attention to detail, and ability to deal accurately with spreadsheets and figures
- Ability to work unsupervised and under own initiative
- Experience of databases and accuracy in entering database information
- High degree of computer literacy, including excellent keyboarding skills and a proficiency in using MS Office, including Excel and databases, as well as image-handling. Training in the use of the specific applications used at Tate will be provided
- A commitment to, and understanding of, the principles of diversity and how to apply them to everything you do at work
- Interest in and commitment to the work of Tate.

Desirable

- Previous experience in an arts, creative, museum, gallery or exhibition-making organisation.

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 (pro rata for part time colleagues).
- 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
- Discounts in the Tate Restaurants and Cafes.
- 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 15 June 2025 by midnight.

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.

