



## Job description

Job title	Assistant Curator, Early Years and Families
Department	Learning
Contract	Fixed Term (Parental Cover 9 to 12 months)
Salary	£25,222 per annum (FTE of £31,527)
Hours	Part Time, 28.8 hours per week including frequent weekends and school holidays
Location	Bankside and Millbank
Reporting to	Curator, Early Years and Families

## 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](http://www.tate.org.uk).

## **About the role**

Can you assist with the planning and delivery of a large scale, playful creative learning programme at Tate Modern and Tate Britain? This role will work as part of the Early Years and Families team, with particular focus on the ambitious Uniqlo Tate Play programme at Tate Modern. The Assistant Curator will work closely with the Curator Early Years and Families to support the delivery of the UNIQLO Tate Play programme offer which includes two large scale commissions, and a Make Studio Programme which runs at weekends and wednesdays during Term Time and every day during School Holidays.

## **About your team**

The Learning department plays a unique role in supporting Tate's vision by bringing audiences into dialogue with the museum, art, artists and ideas.

We create opportunities for all our audiences to encounter art in new ways: to engage with, question, have fun, learn through, discuss, make art and generate ideas, whatever their experience or starting point. We do this by developing a wide range of creative learning events, programmes, resources, publications, spaces and partnerships in the gallery and online, and through processes of conversation, listening, research, and collaboration with artists, partners, audiences and the communities that we serve.

We believe that everyone has the right to experience and engage with art. We work to represent the diversity of the communities we are part of in all that we create, and to embed practices of equity, inclusion and care in everything we do.

The Early Years and Families (EYF) team is made up of 1 Senior Curator, 2 Curators, 2 Assistant Curators and a Programme and Admin Assistant working across Tate Modern and Tate Britain.

The families who visit Tate Modern and Tate Britain are at the heart of what we do. Our broad definition of 'family' is any visiting group where at least one person is younger than 16 and one is older. We also work with and for the early years' sector and local communities of all ages, often working in partnership with artists and other creatives to develop our offer.

Consisting of regular, weekly studio 'making' opportunities, large-scale school holiday festivals and heightened activity, as well as self-led activities, the Early Years and Families programme attracts more than 150,000 participants each year. We work closely with our Curatorial and Audiences teams to make this exciting and varied programme happen.

Through our programme we encourage families to use their agency in creative, playful and fun ways that are visible to other audiences, and use the galleries as sites for intergenerational learning. We aim to be representative and inclusive of all backgrounds and promote intergenerational, collaborative and relational experiences for families.

Our key public programmes for 2025/ 26 are the ambitious **Uniqlo Tate Play** at Tate Modern, and **Play Studio** and **Story Space** at Tate Britain as well as other early years' and community strands including **Mini Wonders**.

### **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)

- Manage the logistics and practical delivery of the year-round Uniqlo Tate Play programme engaging families with art and ideas at Tate Modern including assisting on Summer and Easter Large Scale Commissions
- Support the Curator EYF in developing the Uniqlo Tate Play programme including ideas for contributors, partners, materials and forms
- Coordinate the development, installation and day to day running of the Make Studio and Holiday Make Studio offer at Tate Modern with support from Curator EYF, including devising regular offer, installing activities, briefing staff, overseeing running of activities, day reports, and evaluation
- Liaise with other departments including Visitor Experience, Visitor Communications, Audio Visual, Security and Facilities to ensure the smooth set up and delivery of activities
- Liaise with a range of artists and partners including community groups
- Carry out programme administration across the team including, writing event memos, ensuring planners and project folders are up to date, booking travel, scheduling meetings, taking minutes and booking gallery space on behalf of the programme
- Manage the safe and sustainable ordering, storage and recycling of programme materials in line with Health and Safety and sustainability guidance
- Process invoices and purchasing card transactions. Support EY&F Curators with financial processes such as maintaining financial spreadsheets, budget reforecasts and end of year accruals
- Support the communication and publicity of events, including drafting event descriptions for print and online, such as Tate website
- Collate key programme data and write updates and regular reports for internal comms and to support KPIs and funder requirements
- Oversee the weekly tasks of the Programme Assistant, supporting their development in the role
- Contribute to regular team reflection of programme content and delivery for evaluation purposes and the development of cross-site team practice and research areas

### **What you will bring to the team**

- Experience of devising arts or cultural engagement programming for children and multigenerational groups
- Experience of devising, implementing and assisting with the delivery of large-scale arts programmes which engage diverse intergenerational groups that include children

- Excellent organisational skills including ability to plan and deliver multiple strands of work at the same time, with good attention to detail and delivering to a high standard
- Experience of working well within a large team with a flexible, open and collaborative approach
- Champion principles of diversity and inclusion, and the ability to apply and promote these in everything you do at work
- Excellent interpersonal skills, able to communicate clearly and confidently in person and in writing, drafting clear and accessible text and short reports for colleagues and external partners
- Experience of safeguarding procedures when working with children and vulnerable groups
- Experience of line management or overseeing the work of others in a team
- Strong administration and IT skills, particularly in MS Word, Access, Excel and Outlook. And good numerical skills with close attention to detail when undertaking data and financial processes
- An interest in and commitment to the work of Tate

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 (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.
- Subsidised staff catering arrangements and 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/](http://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 14 April 2025 by midnight. Interviews will be held on week commencing 12 May 2025.

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.

