



Job description

Job title	Registrar (Maternity cover)
Department	Tate St Ives
Contract	Fixed Term to 16 April 2027
Salary	Band 3S
Hours	Part-time, 28.8 hours per week
Location	St Ives, Cornwall
Reporting to	Head of Programme Management

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

You'll support exhibitions, displays and international tours by organising the packing, transport and insurance for loans and the Tate collection. You'll maintain museum standards and best practice in Collection Care for Tate St Ives.

About your team

You'll be part of the Tate St Ives' Programme team which combines our Exhibitions and Displays team with the Learning team to create an innovative approach to programming, integrating the planning and delivery of exhibitions with an understanding of, and connection to, our audiences.

You'll work closely with Curators and the Technical team, across Tate St Ives and the Barbara Hepworth Museum and Sculpture Garden. Through planning and implementation, with an acute attention to detail, you will work with registrars and conservators from the London teams and external contacts and partners to achieve the very best programme for Tate St Ives.

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

What you will gain

You'll be joining a friendly and dedicated team, passionate about art and its connection with audiences, in the beautiful surroundings of St Ives, Cornwall. You'll gain an insight into the operations of a busy art gallery with a diverse and changing programme.

What you will do (Main Duties and Responsibilities)

- Support the St Ives Programme team to achieve current and future exhibitions
- Prepare loan agreements, liaise with external lenders, transport agents, insurance and indemnity contacts
- Work with colleagues across Tate's Collection Care and Curatorial teams to implement schedules for object moves in the displays and be responsible for creating and updating records in Tate's collection management system.
- Safeguard works of art in Tate's care by ensuring that all relevant legal requirements and international conventions are complied with, as well as non-legislative guidelines and working to international museum standards on security and environmental parameters.
- Appoint transport agents to work on exhibitions for shipping, packing and crating where required, checking any licenses required or customs procedures in compliance with Tate's transport framework agreement and UK Government regulations
- Hold responsibility as Site Representative for Known Consignor Status at Tate St Ives, with all compliance and legislation and procedures and managing annual inspections of the site and training for staff required
- Keep all costs within exhibition budgets, working with the Exhibitions and Displays Curator and Head of Programme Management with budget forecasts and processing any purchase orders, invoices and procurement card transactions

- Liaise with external partners on touring exhibitions, supporting the delivery of tours to Tate St Ives and the return or transfer to other venues with detailed schedules and to partner / courier / Tate requirements
- Lead on Collections Care Meetings regarding maintenance across, Tate St Ives, The Barbara Hepworth Museum and Garden and the Palais de Danse
- Keep all documentation present and up to date for audit, such as shipping entry and exit forms, indemnity certificates, loan agreements and any required licences

What you will bring to the team

- Experience of managing all registrar tasks in relation to temporary exhibitions and permanent displays, with a focus on collaboration
- Proven experience of working conscientiously to international museum standards for transportation, packing, handling and environmental requirements – negotiating loans and associated contracts
- Experience of arranging insurance, government indemnity and anti – seizure legislation and monitoring these policies throughout
- Excellent project management skills, ability to work to deadlines, on multiple tasks simultaneously, to a high standard with experience of administration
- Highly effective communication skills (written and verbal), ability to proactively keep abreast of any new situations that arise and to be kind and flexible with approach
- High degree of computer literacy, able to use most Microsoft and Office applications
- Understanding of the principles of equity, inclusion, diversity and applying these principles at work
- An interest in Tate exhibitions and displays and commitment to maintaining and improving standards

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.

Employee 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 5 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 18 May 2026 by midnight. Interviews will be held on Monday 15 June 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.

