



Job description

Job title	Research Assistant
Department	Research
Contract	Permanent
Salary	£15,764 per annum (FTE £31,527)
Hours	Part-time, 18 hours per week
Location	Tate Britain and Tate Modern, London
Reporting to	Managing Editor

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. 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. We 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. Everything we do is only possible thanks to our fantastic colleagues, who 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

We are looking for someone with experience in academic editing and digital production to support the delivery of Tate's online research publishing and dissemination programme. You will work closely with the Managing Editor to review and prepare texts for publication online and to develop digital channels to share and exchange research outputs. More broadly, you will work closely with colleagues in the Research team to support the administration of high-quality research.

About your team

The Research team at Tate works as part of the Research and Interpretation Division to create a vibrant research culture within the museum. We collaborate with internal and external researchers – including artists, academic researchers, curators, collection care specialists and conservators – to generate new knowledge about art and ideas. We seek to foster a creative, critical, and supportive environment within the organisation. We share our research with audiences beyond Tate through publications and events. For more information about Tate Research see <https://www.tate.org.uk/research/about-us>.

What you will gain

Motivated and skilled people are key to our continued success so 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)

- Support the Managing Editor with the planning, delivery and dissemination of Tate's peer-reviewed online journal and research platform, *Tate Papers*
- Fact-check and copy-edit research texts for content and Tate Style, ensuring the highest standards of accuracy, clarity and accessibility
- Proof and format texts for online publication and upload them onto Tate's website using a web-based content management system
- Create and schedule content for social media and newsletters
- Update and maintain the Tate Research webpages as required by the department

- Conduct picture research, source digital assets, clear copyright and undertake basic editing of images, audio and video
- Support the Managing Editor to issue contributor contracts and license agreements and handle expenses and invoices as required
- Support the Research Department with a wide range of administrative and editorial tasks involved in creating and sharing research at Tate
- Support activities across the Research Department as required, including occasional events-based and financial administration

What you will bring to the team

- Experience of copy-editing texts to a high standard of fluency and accuracy
- Excellent written communication skills with the capacity to convey information clearly for a range of audiences
- Broad understanding of digital platforms, including social media, newsletters and other web-based communications
- Familiarity with using a web-based content management system for online publishing
- High degree of computer literacy, with experience of Microsoft Word and Excel, and a willingness to learn new competencies as required
- Excellent organisational skills, including the ability to work independently, prioritise tasks, manage workflows, maintain documentation and meet deadlines
- Excellent interpersonal skills and emotional intelligence, with a proven ability to work collaboratively and contribute to a team
- Commitment to diversity and inclusion, and the ability to apply and promote these in everything you do at work
- 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, 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
- 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 27th May 2025 by midnight. Interviews will be held on week commencing 23rd June 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.

