



Job Title: Programme Assistant, ARTIST ROOMS
Department: Tate Modern Curatorial
Contract: Fixed Term (12 months maternity cover)
Organisation: Tate and National Galleries of Scotland
Salary: £27,851 per annum
Hours: Full-time, 36 hours per week
Location: Tate Modern, Bankside, London with regular travel to National Galleries of Scotland in Edinburgh
Reporting to: Partnerships & Programme Manager, ARTIST ROOMS

Background

ARTIST ROOMS is a touring collection of international modern and contemporary art jointly owned by National Galleries of Scotland and Tate. The collection reaches audiences across the UK through a national exhibition programme - over 60 million people have visited some 200 ARTIST ROOMS exhibitions that have been shown in museums and galleries across the UK, from Penzance to the Hebrides, and from Belfast to Llandudno over the last decade. We see access to art for everyone as a universal human right and want to welcome audiences that reflect the towns and cities in our nation. ARTIST ROOMS continues to grow and diversify, introducing new artists, collaborations, partnerships and co-produced projects. Touring initiatives enable the national collections to be shared in different ways, from single-venue exhibitions to multi-site touring packages, engaging with large and small organisations in very different contexts, recognising their different needs and those of their audiences. We look for the impact that imaginative collaborations can have on individuals, communities and organisations, and how these enrich the work of National Galleries of Scotland and Tate.

About the role

To provide administrative and project support within the ARTIST ROOMS team across all aspects of planning, delivery and evaluation of the ARTIST ROOMS national exhibition programme. This fixed-term role is based at Tate.

About your team

ARTIST ROOMS is managed by a programme team jointly responsible to National Galleries of Scotland and Tate, headed by the Senior Curator, ARTIST ROOMS. The Programme Assistant is line managed by the Partnerships & Programme Manager and will provide project support across the team. The ARTIST ROOMS team initiate and develop partnership projects and curate exhibitions with and for a wide range of partner museums, galleries, visual arts and other organisations. We share expertise and networks to support exhibition planning and delivery, alongside development of creative learning and engagement programmes. Through our partners' public programmes developed with and for local audiences, we aim to support wider enjoyment and deeper engagement with contemporary art and inspire the next generation, giving young people the chance to get involved in creative projects, discover more about art and artists, and learn new skills. 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. The

ARTIST ROOMS national programme and collection is managed by National Galleries of Scotland and Tate with the support of Art Fund, Henry Moore Foundation and the National Lottery through Arts Council England and Creative Scotland. You can find further information about ARTIST ROOMS on the National Galleries of Scotland and Tate websites: www.nationalgalleries.org and www.tate.org.uk.

What you will gain

Motivated and skilled people are key to our continued success, and we want everyone have the opportunity to develop and thrive. In this team, you will have the benefit of working for two national museums. You will be encouraged to learn new skills and knowledge, contribute your ideas, and realise your potential.

What you will do (Main duties and responsibilities)

Programme

To assist in the planning and delivery of the ARTIST ROOMS exhibition programme and projects including:

- Support the ARTIST ROOMS team in exhibition and project organisation for the ongoing programme.
- Support the preparation and sharing of exhibition and engagement materials, marketing and images with partners.
- Support planning and development of information packs for exhibitions with desk-based research, including collation of potential lists of works, images and interpretation and resources.
- Create and run reports from collections management databases (TMS and Axiell Collections) for exhibitions and loans to support planning and understanding of availability and display criteria.
- Support with desk-based / online venue research for future UK partnerships.
- Assist with developing 2D and 3D exhibition layouts, using SketchUp and image-handling packages.
- Support the creation of content for ARTIST ROOMS social media platforms, and share listings and content with web and digital teams at Tate and National Galleries of Scotland in support of partners' marketing campaigns.
- Create and send out newsletters to mailing lists through Mailchimp.
- Support the team with internal/external advocacy and reporting to stakeholders including the production of presentations and illustrated reports.
- Track and maintain accurate data records and statistics for all ARTIST ROOMS activities, with responsibility for collating project material received from partners for dissemination, evaluation, advocacy and archiving.

Office and Financial Administration

- Provide administrative support to the Senior Curator and team, including answering enquiries, scheduling internal / external meetings and events, maintaining diaries, organising travel and accommodation, and other administrative duties as required.
- Set up new suppliers, raise Purchase Orders and process invoices for payment using Tate's online accounting system (Unit 4) and equivalent with the accounts team at National Galleries of Scotland.
- Review monthly statements and update the commitment log.
- Process credit card statements and expenses for allocated members of the team.
- Coordinate filing and archiving of project material to be transferred to Gallery Records.
- Order office supplies and arrange couriering of materials as necessary.

What you will bring to the team

- Proven experience in a range of administrative duties within a busy office environment.

- Excellent organisational skills, with the ability to prioritise and multi-task to meet deadlines, remaining calm under pressure.
- Strong interpersonal skills with an ability to build effective working relationships with a range of stakeholders, with a positive manner and proactive, flexible approach.
- Effective writing skills with ability to convey information clearly and produce well-presented and accurate work quickly to deadlines.
- Attention to detail, and ability to deal accurately with figures.
- Ability to work unsupervised and under own initiative.
- High degree of computer literacy, with proficiency in Microsoft 365 applications and databases, as well as image-handling.
- A commitment to, and understanding of, the principles of diversity and how to apply them to everything you do at work.
- Willingness to travel to Edinburgh as necessary.
- An interest in and commitment to the work of Tate and National Galleries of Scotland.

Desirable

- Experience of using a collections management database.
- Experience of working with software including SketchUp and Adobe InDesign.
- Confidence in image permissions / usage on web and social media platforms.
- Previous experience in an arts, creative, museum, gallery or exhibition-making organisation.
- An interest in, and knowledge of, twentieth century and contemporary art.

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
- 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 12 August 2025 by midnight. Interviews will be held end August 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.

