



Job description

Job title	Exhibitions Assistant
Department	Curatorial Department, Tate Britain
Contract	Permanent
Salary	£29,207 per annum
Hours	Full-time, 36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Programme and Finance Manager

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

Tate Britain's Curatorial Department is responsible for developing a dynamic programme of changing displays and exhibitions to reflect, promote and embody Tate Britain's role as the world centre for the study and enjoyment of British art from 1500 to the present day.

The Exhibitions Assistant role will provide efficient and effective administrative support to the Tate Britain Curatorial Department with a particular focus on the Exhibitions and Displays programme, as well as providing flexible support to the Programme and Finance Manager.

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)

Exhibitions

To assist in the planning and delivery of allocated exhibitions and projects at Tate Britain including:

- Support Curatorial teams in exhibition and project organisation.
- Organise and minute key exhibition programming meetings and team meetings, booking meeting rooms and catering as and when needed.
- With Assistant Curators, update and enter accurate records onto databases and review ahead of key deadlines.
- With the Assistant Curators, create and maintain exhibition checklists.
- Arrange travel bookings, including per diems, for members of the department and external visitors.
- Arrange couriering of official correspondence, catalogues, film prints and other materials.
- Assist in the preparation of loan request letters and loan agreement forms.
- Assist with production duties for programmes, including sourcing props and materials and hosting artists and external collaborators.
- Assist with the purchase of goods and services, raising requisitions and adding new suppliers to Tate's finance system, Unit 4, process expenses, reconcile purchasing card statements/receipts and record and monitor invoices.
- With the Assistant Curators, create and update 2D and 3D exhibition layouts using SketchUp and Publisher.
- Support the Exhibition Registrars with in-person and virtual couriering appointments with exhibition lenders.
- Provide general assistance during installation periods, including acting as point of contact for visitors, directing the delivery of artworks in the galleries and overseeing vitrine installation with Installation and Conservation teams.

- Provide Library and research support; source publications, images and information on artists to prepare PowerPoint presentations and assist Curators and Assistant Curators with other image-handling packages.
- Oversee the order and dispatch of catalogues to exhibition lenders / participants by the Curatorial Administration Apprentice, including compiling lender contact information, catalogue requirements, and preparing a catalogue letter template.
- Order complimentary tickets.
- Arrange installation photography of exhibitions and liaise with artists, galleries, and lenders to supply images.
- Support curators with archiving programme information and arranging the transfer of files to Gallery Records.
- Assist with departmental events including out of hours views of Tate Britain exhibitions, when required.

Programme Management Support

With the other Exhibitions Assistants, support the Programme and Finance Manager in programme management, finance and general administration including:

- Support the administration of the departmental exhibition and displays schedules, updating these as required and as advised by the Programme and Finance Manager.
- Support the administration of exhibitions and displays project timelines and other core process documents, as advised by the Programme and Finance Manager.
- Request and compile core information on the content of the forward programme of exhibitions and displays for review and communication by the Programme and Finance Manager.
- Administrate and minute Tate Britain Schedule Meetings.
- Assist with the day-to-day management of the Displays budget, including raising requisitions, adding new suppliers to Unit 4, and processing, recording and monitoring invoices on an ad-hoc basis.
- Assist the Programme and Finance Manager with PowerPoint and any other presentations as required.
- Manage the Tate Britain exhibitions proposal inbox, forwarding proposals for assessment and communicating responses.
- Follow up on external Exhibition and Display queries forwarded by Visitor Communications and Ticketing colleagues in consultation with the appropriate colleagues.
- Provide general and flexible administration support and assistance, as required. Deputising for colleagues in the administrative team when they are away.
- Work with the Curatorial Department's administration team to support consistency of all administrative procedures across Tate Departments, including maintaining electronic filing.

What you will bring to the team

- Excellent administrative and organisational skills, with the ability to prioritise and multi-task to meet deadlines and work well under pressure.
- Demonstrable ability to complete administrative tasks accurately and with close attention to detail.
- Effective writing skills with ability to produce carefully presented and accurate work quickly to deadlines.
- Strong interpersonal and verbal communication skills with good telephone manner and experience of corresponding discretely both with internal colleagues and external contacts at all levels.
- Experience of working well within a team, contributing positively to team goals with a proactive, flexible and collaborative approach.
- Ability to work efficiently in a fast-moving environment and use own initiative, anticipating issues and finding effective solutions.
- Understanding of the principles of equality and diversity and the ability to apply and promote these in practice at work.
- High degree of computer literacy, with confident and accurate use of Windows based applications, such as Word, Excel, Outlook and PowerPoint.
- 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
- 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 16 February 2026 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.

