



Job description

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| Job Title | Collections Database Officer |
| Department | Technology |
| Contract | Permanent |
| Salary | £32,158 per annum |
| Hours | Full-time, 36 hours per week |
| Location | Millbank |
| Reporting to | Collection Systems 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

Do you like problem solving, helping others understand systems and technology, and being at the forefront of collection information management?

About your team

The Collections Database team is a small and dedicated part of the Technology department, providing collections management solutions to Tate staff. Part of our offer is our collections management system; The Museums System (TMS). The two person, TMS team provide support, training, and project management services to the 400+ TMS and iBase users across the 4 Tate Galleries and at Tate Store. TMS is used in many areas of the gallery's activity including but not limited to exhibitions and displays, acquisitions, location control, and conservation. iBase is Tate's Digital Asset Manager and is used to store and process collection and non collection photography. We, therefore, work across Tate providing a vital source of support to TMS and iBase users.

We are committed to supporting the publication of collection information online which is a key part of Tate's vision for our audiences. We are also boldly looking to expand the use of TMS and iBase in gallery activities, replacing outdated and inefficient processes with easy to navigate workflows which connect users across the organisation.

What you will gain

Through this role you will gain a comprehensive understanding of the systems and processes which underpin our gallery's world leading exhibitions and displays. The role will give you the technical skills to manage collection data using core principles and tools which can be applied to all art and heritage collections.

What you will do

- Be a key point of contact for TMS and iBase users, providing and delivering a comprehensive service of support, through regular contact with them, including site visits and 'floor walks'.
- Develop and provide frequent TMS and iBase training, both introductory and advanced, for existing and new users of the systems.
- Preserve and maintain the quality and consistency of Tate's collection by carrying out changes to catalogued objects in TMS, capturing, correcting and enhancing object data, taking responsibility for the accuracy of the catalogue from acquisition onwards.
- Identify inconsistent and incomplete data and undertake small data-entry projects as required, to retrospectively clean and re-structure data and to record additional data.



- Carry out regular data monitoring, as defined by TMS and iBase data standards, reporting on and resolving data standards issues. Work with users to correct errors.
- Contribute to the ongoing development of a data monitoring programme as TMS and iBase are enhanced to support new business processes.
- As agreed with the Collection Systems Manager, plan and implement new data standards.
- Create and maintain TMS user documentation ensuring it is accurate, accessible and up to date.
- Assist in the testing of new versions and upgrades to the system.
- Ensure all TMS and iBase support calls are logged and provide reports and analysis of calls as required.

What you will bring to the team

- Effective communication skills, open to questions and requests for service improvements.
- Ability to support both technical and non-technical TMS and iBase users in understanding how to maximise use of the databases.
- Ability to develop, provide and tailor training to groups and individuals and to encourage and advocate use of the system.
- Experience of documentation practice, ideally supporting core museum functions through the management of information.
- Experience of updating and monitoring the accuracy of data in accordance with agreed data standards, with attention to detail
- Excellent IT skills, including experience of using large scale database applications, PC database and spreadsheet packages.
- Self-motivated, a self-starter, with the ability to problem solve, and able to work under pressure without close supervision.
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect.
- Interest and commitment to the work of Tate.

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 11 November 2025 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.

