



## Job description

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| Job title    | Exhibitions Assistant                       |
| Department   | Tate Modern Division                        |
| Contract     | Permanent                                   |
| Salary       | £29,207 per annum                           |
| Hours        | Full-time, 36 hours per week                |
| Location     | Tate Modern, Bankside                       |
| Reporting to | Programme Manager, Exhibitions and Displays |

## 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](http://www.tate.org.uk).

## About the role

To assist and provide administrative support to the Curatorial team in all aspects of departmental and project administration.

## About your team

Since Tate Modern opened in 2000, its programme of major temporary exhibitions, collection displays, commissions, live performance, and film programme has developed in diversity, scope and profile. In 2016 Tate Modern opened the Blavatnik Building increasing the scope and breadth of the exhibition and collection displays. The Tate Modern curatorial team sits within the Tate Modern Division and ensures the highest standard of content and delivery of this programme.

## 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)

### General Office Administration

To assist with general administrative support in the running of the office and division, including:

- Act as first point of contact for telephone and written enquiries to the team, responding to routine enquiries and passing on specialist queries to the relevant curator.
- Greet guests of the team and, when requested, provide refreshments. Organise complimentary tickets.
- Process credit cards and expenses for allocated members of the team.
- Support the Office & Administration Manager with general office administration duties.

## Programme

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

- Support Curatorial teams in exhibition and project organization.
- Support the delivery of live events, symposiums and performances, liaising with artists and guests, provide general assistance during the events
- Update and enter accurate records onto databases.
- With the Assistant Curators create and maintain exhibition checklists.
- Arrange couriering of official correspondence, catalogues and other materials.
- Assist in the preparation of loan request letters and loan agreement forms.
- Arrange travel including flights, accommodation, per diems for members of the department and external visitors. Keep and provide travel records to monitor Tate's carbon footprint
- Schedule meetings, book meeting rooms, take minutes and maintain accurate records.

- Prepare PowerPoint presentations and assist Curatorial teams with other image-handling packages.
- Obtain and organise research materials.
- With the Assistant Curators create and update 2D and 3D exhibition layouts using SketchUp.
- Order and dispatch catalogues to exhibition lenders / participants and copies for the Curatorial team as required.
- Raise purchase orders and process invoices from external suppliers. Support Programme Manager with financial administration tasks
- Arrange installation and artwork photography.
- Organise and conduct virtual couriing appointments with exhibition lenders.
- Provide general assistance during installation periods.
- Co-ordinate project material to be transferred to Gallery Records.
- Support and provide cover for other Exhibitions Assistant when required.

## Collection

To assist with general administrative support in the operation of the acquisitions process, including:

- Provide general support to the curatorial teams in the operation of the acquisitions process
- Organise and administer Acquisition Committees Meetings, writing correspondence and taking minutes
- Liaising with artists, dealers, private collectors and artist's estates
- Maintain and update catalogue files and information on acquisitions.
- Completing acquisition proposal forms
- Providing administrative support to funding groups.

## What you will bring to the team

### Essential

- Proven experience in a range of administrative duties within a busy office environment.
- Excellent administrative and organisational skills, with the ability to prioritise and multi-task to meet deadlines remaining calm during times of pressure.
- Strong interpersonal skills, with an ability to build effective working relationships with a range of colleagues, and a positive manner.
- Good written communication skills with the capacity to produce carefully presented and accurate work such as letters and other texts.
- A proactive, flexible approach and an ability to work as part of a team, contributing positively to team goals.
- Attention to detail, and ability to deal accurately with figures.
- Ability to work unsupervised and under own initiative.
- Experience of relational databases and accuracy in entering database information.

- High degree of computer literacy, including excellent keyboarding skills and a proficiency in using word-processing, internet, email, image-handling, database and spreadsheet applications. Training in the use of the specific applications used at Tate will be provided.
- A commitment to, and understanding of, the principles of diversity and how to apply them to everything you do at work.
- Interest in and commitment to the work of Tate.

## Desirable

- Previous experience in a museum or Gallery.

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 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/](http://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 5<sup>th</sup> February 2026 by midnight. Interviews will be held on week commencing 16<sup>th</sup> February 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.

