



## Job Description

Job Title:	Assistant Collection Registrar, ARTIST ROOMS
Department:	Tate Modern Curatorial
Contract:	Fixed Term (22 months)
Salary:	£32,479 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:	Registrar and Collection 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.

ARTIST ROOMS is operating in an exciting phase, which will see, over the next few years, a shift change in how we work, how we manage the collection and programme and how we provide access to the collection. The catalyst for this is National Galleries of Scotland's transformative initiative The Art Works, which enables the widest possible access to art to inspire and improve wellbeing and enable more people to enjoy the national collection. The Art Works is a new state-of-the-art home for the national collection, which includes the ARTIST ROOMS collection. The Art Works will also deliver significant wider economic, local community and national benefits. As The Arts Works comes closer to realisation there is a desire to increase operational and collections management presence at National Galleries of Scotland. This role is therefore offered as a fixed term contract based at Tate Modern. Following this period, the aspiration is to rebalance resources between the National Galleries of Scotland and Tate, with a commitment to recruiting a role, to be based in Edinburgh.

## About the role

To support and coordinate across all aspects of registrarial procedures relating to loans out, long loans in, documentation, movement, and collection information management, including exhibition planning and delivery in accordance with National Galleries Scotland and Tate policies and to national museum standards.

The role holder will be based at Tate Modern with a minimum time commitment of 1 week every other month spent working in Edinburgh at National Galleries Scotland, and on occasion, travel to partner venues to conduct site visits and support exhibition installation.

## 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 Assistant Collection Registrar is line managed by the Registrar and Collections Manager and will support across the planning and delivery of the national touring exhibition programme. The role works closely with collection management departments, including registrars, art handling, photography and collection information teams, at National Galleries of Scotland and Tate to ensure the planning and realisation of the national touring programme and to maintain standards for collections care and documentation.

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](http://www.nationalgalleries.org) and [www.tate.org.uk](http://www.tate.org.uk)

## What you will do

### Programme Delivery

- Support the Registrar and Collection Manager in the delivery of national exhibition programme across all aspects of loans out procedures, including arranging transport logistics, assessing environmental data, evaluating facilities and security information.
- Liaise with collections teams to clarify install and display requirements to inform exhibition planning for national programme partners.

- Liaise with collections teams to ensure that artworks are packed, moved and installed safely and in accordance with National Galleries of Scotland and Tate policy and procedures.
- Co-ordinate internal job requests and schedule transport for the movement of objects between National Galleries of Scotland sites, Tate sites and external locations.
- Provide support to national programme partners throughout exhibition planning to develop works lists, layouts, and installation schedules and guide logistics planning.
- Make arrangements for couriers and act as a courier as required.
- Manage and maintain documentation workflows and data entry in line with National Galleries of Scotland and Tate process for loans out.
- Prepare and issue security approval requests in liaison with Arts Council England.
- Be responsible for managing long loans in processes including government indemnities.
- Work closely with conservation and collection care teams at National Galleries of Scotland and Tate to support planning and delivery of collection care programmes.
- Support the procedure and documentation for acquisitions into the ARTIST ROOMS collection.

### **Documentation and Inventory**

- Create and update exhibition and object records in National Galleries of Scotland's and Tate's collection management systems (Axiell and TMS respectively).
- Monitor the quality of data in National Galleries of Scotland's and Tate's collection management systems, including undertaking regular audits, to ensure that object location, valuations, component and other cataloguing information for artworks is up-to-date, accurate and complete.

### **Standards and Procedures**

- Safeguard works of art in National Galleries of Scotland's and Tate's care by applying institutional policies, ensuring that all relevant legal requirements and international conventions are complied with, as well as non-legislative guidelines.

### **What you will bring to the team**

#### **Essential**

- Knowledge of national and international museum standards for transportation, packing, handling and environmental requirements, including practical application of the government indemnity scheme standards in exhibition and loan contexts, and commercial insurance as applicable.
- Experience of auditing, documentation and cataloguing, including using a collection management database and supporting applications.
- Good team working skills, with an open, collegiate approach, and the ability to work collaboratively with a diverse range of colleagues, treating all colleagues with dignity and respect.

- Proven organisational and planning skills, with the ability to remain calm and focused while working under pressure, and to solve problems pragmatically, creatively, and through negotiation.
- Experience of working within a museum or gallery.
- Able to work accurately, pay attention to detail and apply judgement with a commitment to quality control.
- A flexible approach, able to work as part of a multi-disciplinary team and on your own initiative.
- Strong interpersonal skills, with the ability to communicate diplomatically and effectively at all levels, both internally and with external contacts.
- Ability and willingness to travel; establishing a frequent working pattern at National Galleries of Scotland in Edinburgh with commitment of a minimum of 1 week every other month, and some travel to partner venues across the UK.
- An interest in and commitment to the work of National Galleries of Scotland and Tate.

#### Desirable

- Experience of working in the area of registration.
- Practical experience of exhibition installation, including use of equipment.
- Experience of Axiell or The Museum System (TMS) collection management databases.
- Knowledge of and interest in British and International modern and contemporary art.

## 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/](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 8 February 2026 by midnight. Interviews will be held on 4<sup>th</sup>/5<sup>th</sup> March 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.

