Job description

Job title	Art Installation Assistant
Department	Exhibitions and Art Handling
Contract	Permanent
Salary	£25,864 per annum
Hours	Full-time, 36 hours per week
Location	Tate Liverpool, Royal Albert Dock
Reporting to	Art Handling 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

To provide administrative support to the Art Handling Manager and Deputy Art Handling Manager regarding all aspects of the delivery of Tate Liverpool Exhibitions and Displays programme.

About your team

Tate Liverpool is the UK's most popular museum of modern and contemporary art outside London. As the home of the national collection in the North, it is a gallery of international standing, in a historic location, in an iconic world city.

The gallery is currently undergoing an ambitious transformation that will reimagine its spaces to meet the scale and ambition of today's most exciting artists. Described as "Britain's most important cultural project", the gallery will reopen in 2027, making this an exciting moment to join our team.

The Exhibitions and Art Handling team is at the heart of this work shaping and delivering our diverse programme. We collaborate closely with artists, curators, partners and communities to create projects that connect with audiences locally, nationally and internationally.

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)

- Record and process orders, delivery notes & invoices.
- Administer and monitor the Art Handling Manager's budget.
- Maintain the art installation schedule and manage all input of this data onto the exhibitions scheduling system.
- Liaise with external suppliers and internal departments regarding the planning and implementation of art installation at Tate Liverpool.
- Order equipment, materials and display furniture, supplying measurements/drawings when required.
- Source possible new external suppliers and liaise with these suppliers as necessary.
- Organise meetings, book rooms, send out agendas.
- Attend meetings as directed and produce and administer clear accurate action plans, taking minutes when required.
- Document and file all essential information relating to Tate Liverpool installation of exhibitions and displays e.g. design and layout, minutes of key project team meetings, environmental readings.
- Work on site in an informative capacity during exhibition installation and take down as and when required.

- Ensure smooth implementation of installation schedules and communication of all necessary information to the teams involved, working alongside the Art Handling Manager and Senior Technician.
- Complete and process the timesheets for Casual Art Handling staff.
- Regularly maintain artwork prior to the gallery opening.
- Assist with the installation of display changes within the gallery when necessary.
- Other administrative duties as required.

What you will bring to the team

- Excellent organisational skills with the ability to prioritise a varied workload and work accurately and calmly under pressure to meet deadlines.
- Proven ability to manage the administration and implementation of a complex project.
- An understanding of a museum or gallery's functional operations.
- Experience of budget administration and financial procedures.
- Good interpersonal skills and the ability to communicate with a wide range of people.
- A high degree of computer literacy with knowledge of Windows-based and database applications with the ability to understand databases and project management applications.
- Proven ability to work flexibly and to manage work on a number of varying projects simultaneously and deliver projects on time.
- Ability to contribute positively within a team, and collaborate with others to find solutions, using own initiative and creativity, while maintaining a positive and flexible approach.
- Ability to work under own initiative.
- Understanding of the principles of equality, diversity and inclusion and the ability to apply and promote these in practice at work
- 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.

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 5 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: https://jobsearch.tate.org.uk/ 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 4987. 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 19 November 2026 by midnight. Interviews will be held on 1 December 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.







