Job description

Job title	Assistant Exhibitions Registrar
Department	Exhibitions and Art Handling, Tate Liverpool
Contract	Permanent
Salary	£29,674 per annum
Hours	Full-time, 36 hours per week
Location	Tate Liverpool, Royal Albert Dock
Reporting to	Exhibitions Registrar

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

You will work with the Exhibitions Registrar to plan, organise and manage the packing, transport and insurance arrangements for loans from external lenders for temporary exhibitions, displays and international and national exhibition tours, to international museum standards.

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)

- Work in a spirit of collaboration with colleagues across departments to support the delivery of Tate Liverpool's exhibition and collection displays programme, as well as national and international exhibition tours.
- Liaise with lenders to Tate Liverpool's exhibitions and displays where appropriate, and support the Exhibitions Registrar in scrutinising and negotiating loan agreements.
- Track and keep updated status of loan agreements and lender requirements on standardised and accessible spreadsheets.
- Coordinate Government Indemnity and commercial insurance arrangements for works of art in consultation with lenders, Arts Council England and/or insurance brokers.
- Support the Exhibitions Registrar in comparing, evaluating, negotiating and commissioning transport agents, and monitoring the performance of appointed agents.
- Support with the planning and coordination of the packing and transport of works of art in accordance with appropriate museum standards, taking into account safety, cost, lenders' requirements and environmental sustainability.
- Assist in the scheduling of transport for the movement of artworks and project-related materials. Receive and dispatch artworks and project-related materials, ensuring procedures are adhered to and artwork movements are recorded in Tate's collection management system.

- Liaise with the Art Handling Manager, Conservators and Curators to assist in the efficient coordination of the installation and deinstallation of Tate Liverpool exhibitions and displays, including coordinating internal Art Handling job requests.
- Liaise with colleagues regarding shared use of back-of-house spaces including the loading bay, lift and temporary storage areas.
- Make arrangements for on-site or off-site storage of empty packing crates and materials.
- Update records in Tate's collection management system for loaned and collection objects, ensuring location information is up to date and accurate.
- Maintain electronic records in accordance with Tate's statutory obligations, in liaison with the Gallery Records team. Assist the Exhibitions Registrar in maintaining accurate Government Indemnity reports and customs records for all loans into Tate Liverpool.
- Work with the Exhibitions and Learning Assistants to make travel, accommodation and per diem arrangements for couriers from lending institutions.
- Contribute to successful budget management by obtaining estimates for packing, transportation, insurance and courier costs, and monitor costs, under the guidance of the Exhibitions Registrar.
- Take overall responsibility for the delivery of registrarial aspects of specific exhibitions and displays as agreed with the Exhibitions Registrar.
- Participate in physical inventories and audits.
- Contribute to the development, implementation and communication of registrarial policies and procedures at Tate Liverpool.
- Hold responsibility as Deputy Civil Aviation Authority Known Consignor Site Representative for Tate Liverpool, and cover activities when the Exhibition Registrar is away from office.
- Work flexibly as part of the wider Exhibitions & Art Handling team, under the direction of the Exhibitions Registrar.

What you will bring to the team

- Excellent organisational and planning skills, with the ability to remain calm and focused while working under pressure and solve problems pragmatically and through negotiation.
- An understanding of fine art transport, Government Indemnity and commercial insurance, preferably from a similar role.
- An understanding of international museum standards regarding environmental requirements, packing, handling and transport of works of art.
- Excellent written and verbal communication skills with the ability to deal effectively with both internal and external contacts, resolving problems through negotiation and escalation where needed.
- Accuracy under pressure, maintaining meticulous attention to detail.
- Good computer literacy – particularly use of Word, Excel, databases, email and the Internet.
- Ability to deal accurately with financial information and figures.
- Ability to work collaboratively as part of a team as well as unsupervised and under own initiative.

- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect.
- Ability and willingness to work outside of core hours on occasion to realise projects.
- An interest in and commitment to the work of Tate.
- Experience of using collection management databases (e.g. The Museum System).
- Knowledge of and interest in British and International modern and contemporary art.

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 10 November 2026 by midnight. Interviews will be held on the week commencing 23 November.

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.