



Job description

Job title	Assistant Curator, International Art
Department	Tate Modern Division
Contract	Permanent
Salary	£31,527 per annum
Hours	Full-time, 36 hours per week
Location	Bankside
Reporting to	Curator, International Art

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 comprehensive organisational and research support to projects and initiatives in the Hyundai Tate Research Centre: Transnational. To support and co-ordinate the delivery of selected exhibitions, Collection displays, film and performance programmes, commissions and events at Tate Modern, ensuring appropriate and ongoing communication across departments to deliver projects successfully, within budget and to the highest standard. To support the development of Tate's Collection of international art through assisting the smooth running of Tate's network of acquisition committees.

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)

Programme

- Contribute to and support the delivery, production and administration of the Hyundai Tate Research Centre: Transnational, including seminars, performances, conferences and other events, as well as allocated exhibitions, Collection displays and commissions at Tate Modern, reporting to the project leader, or on occasion where appropriate act as project leader.
- Contribute to all aspects of the project development, including carrying out research, negotiating and administration of loan requests, maintaining checklists, preparing layouts and schedules, assistance with the generation of texts, setting up meetings, minute-taking, ordering equipment and supplies, issuing purchase orders and other relevant tasks.
- Compile papers for events and liaise with and send invitations to external and internal speakers
- Accurately record data on The Museum System (TMS) database, Tate's Collection and exhibition management system and generate information and reports as needed.
- Monitor budgets and contribute to the preparation of budget estimates and forecasts, update commitment logs, process and track invoices. Provide regular updates to project leader and senior team.
- Contribute to effective communication with tour venues. Providing timely information including checklists and budget estimates to support the development of touring exhibitions.
- Arrange the documentation of projects to include filming and photography.

- Liaise with and coordinate external contractors including artists, curators, performers, designers, artist's agents, sponsors, fabricators etc. for large and small-scale projects.
- Support the Programme Manager with programme production and administrative arrangements including arranging travel including flights, accommodation, per diems for external visitors.
- Research provenance information of loaned artworks and keep up to date with due diligence requirements.
- Administer immunity from seizure applications.
- To liaise and work directly with external partners and couriers accompanying loaned artwork to Tate, act as an ambassador for Tate.
- Develop and refine 2D and 3D layouts with the project leader and project team.
- Contribute to briefing Visitor Experience staff regarding new exhibitions, displays and projects to enable them to answer questions from visitors and support the technical team, where appropriate, to maintain artworks.
- Liaise with Collection Registrars and Conservators towards the delivery of displays at Tate Modern.
- Assist with drafting interpretation text.
- Maintain project documentation both electronically and with paper files. Review and collate files and supervise transfer of material to gallery records.
- Liaise with colleagues in the Learning, Marketing and Communications departments on the production, proof-reading and editing of press releases, labels, catalogues, leaflets and other gallery and public-facing information, including selection of images.
- Draft reports and compile information to the funders of the Hyundai Tate Research Centre: Transnational for review by the Senior Curator.
- Contribute to Tate's online marketing of the programme including social media platforms.
- Lead tours and presentations of exhibitions.
- Hold a flexible and positive approach to working as a team.
- Ensure regular liaison Tate wide according to project planning processes.

Acquisitions

- Support the administration and development of acquisitions, to include the research and development of proposals, completing acquisition proposal forms, and providing support to funding sources.
- Write reports on works of art to be recommended as acquisitions (Acquisition Proposal forms and Collection Committee Notes) and prepare related formal correspondence for the Director and other relevant Heads.
- Assist in the preparation of written applications to grant-awarding bodies in relation to potential acquisitions.
- Manage acquisition and artist lists and statistics from The Museum System (TMS) collections-management database.
- Address issues relating to the framing, photographing and installation requirements of new acquisitions, liaising with the Photography and Conservation departments as required.
- Maintain and update catalogue files and information on acquisitions.
- Check and confirm information about acquisitions for the Annual Report.
- Respond to public and specialist enquiries relating to the Collection.

- Contribute to Tate's research activities by participating in events, conferences and symposia and collaborating with associated researchers and curators.
- Write texts on new acquisitions to the standard required for publication on Tate's website as short texts. Write catalogue entries or other texts relating to objects in the Collection, as required.

What you will bring to the team

- A broad understanding of and enthusiasm for international art from 1900 to the present day.
- Demonstrable experience (paid or voluntary) of working in a museum or gallery and of organising exhibitions.
- An understanding of the issues involved in the display of works of art in a public gallery and an imaginative approach to exhibition organisation and a meticulous attention to detail.
- Excellent writing skills with fluency, clarity of expression, an understanding of the different registers of text required for different audiences, and a capacity to write scholarly texts.
- Excellent presentation skills with the ability to convey information clearly and concisely and target style and tone to meet the needs of the audience.
- Excellent interpersonal skills with the ability to deal effectively and confidently at all levels across departments and with external contacts. To apply a collaborative and inclusive approach to team working.
- Excellent organisational and administrative skills including demonstrable ability to plan and deliver projects on time and to budget along with the capacity to work successfully on a number of projects at one time. The ability to prioritise workloads effectively and make accurate decisions under pressure and to tight deadlines.
- A flexible approach to work.
- Ability to work collaboratively with a diverse range of internal and external colleagues and treat all colleagues with dignity and respect.
- Demonstrable ability to work under own initiative as well as ability to work effectively as part of a team.
- Excellent diplomatic and communication skills to be able to advise a variety of stakeholders on technical issues.
- Accurate keyboard skills and a high degree of computer literacy with knowledge of Windows-based and database applications; a confident, Internet, email and social media platforms user.
- A proactive approach to the principles of equality and diversity, with 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.

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 9 June 2025 by midnight. Interviews will be held on week commencing 23 June 2025.

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.

