



## Job description

Job title	Library and Archive Coordinator (Library)
Department	Library and Archive
Contract	Permanent
Salary	£11,546 per annum (pro-rata to the full time equivalent of £28,864)
Hours	Part-time, 14.4 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Serials and Digital Resources Librarian
Responsible for	Volunteers

## 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

This key role in the Library and Archive department provides essential support in delivering services and access to our collections, for all Tate staff and members of the public. They will be based in, and also contribute to the work of the Library team.

## About your team

Tate Library and Archive staff are passionate about the collections in our care and have a great desire to ensure our visitors get the best possible experience when they visit our Reading Rooms at Tate Britain. Providing access is at the heart of our operations.

Colleagues in the department are friendly, supportive and always willing to share their knowledge. We are not afraid to take risks and be brave in our decision making, to ensure that we're one of the leading art libraries and archives in the world. Our department works collaboratively with colleagues across Tate to support the delivery of Tate's 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)

- Deliver front-of-house services in the Hyman Kreitman Reading Rooms at Tate Britain, including issue/return of collection material, invigilation, answering routine enquiries
- Retrieve items from Library and Archive stores and deliver to users in our Reading Rooms, and Tate staff at all sites
- Shelve new and returned material
- Undertake stock reorganisation, stock-taking and general stores maintenance tasks of Library collections
- Scan, copy and send documents including electronic document delivery services, and administer inter-library loan requests
- Assist with processing and management of periodicals, including the daily check-in of new issues
- Check Library donations against stock
- Create and update catalogue records on the Library management system
- Process existing, incoming, and new Library collections including labelling, numbering and repackaging
- Assist in the preparation of Library items for Tate's exhibition, display and loans out programme
- Support the provision of training for Tate staff and external readers in using Library and Archive services
- Supervise the activities of Library and Archive volunteers
- Champion principles of equality, diversity, inclusion and sustainability, and the ability to apply and promote these in everything you do at work.

Candidates should be aware that this role will involve lifting, and handling of material stored on high shelves using steps. Manual handling training will be given.

## What you will bring to the team

You'll have relevant experience of working in front-of-house services in a library, archive, museum or similar environment. We would welcome someone with knowledge of fine art or history of art. You will have excellent organisational ability, accuracy and attention to detail. You will be able to work independently, and collaboratively as part of a team. You will have good communication skills, and experience of delivering excellent customer service. Finally, we seek someone who can help to create a working environment that encourages equality, diversity and inclusion for all.

## 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 2 March 2026 by midnight. Interviews will be held on 12 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.

