



## Job description

Job title	PA to Director of Collection
Department	Collection & Partnerships
Contract	Permanent
Salary	£31,527 per annum
Hours	Full-time, 36 hours per week
Location	Bankside and Millbank
Reporting to	Director of Collection

## 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

To provide comprehensive administrative, secretarial and diary support for the Director of Collection, Tate. The post-holder will act as a first point of contact undertaking full secretarial and administrative support and assistance.

## About your team

Artist Rooms and International Partnerships fall under the workings of the Tate Collection, which represents the National Collection of British Art post-1500 and International Modern and Contemporary Art. The Tate Collection is a public lending collection with art works on permanent view at Tate sites. The Tate Collection is informed by Tate curators who propose priority acquisitions through purchase, gift, or bequest. As part of the Tate Collection, Artist Rooms delivers a national programme of dedicated solo-exhibitions, while International Partnerships is responsible for delivering income-generating exhibitions overseas. Artist Rooms works in partnership with the National Galleries of Scotland (NGS), as well as a UK network of associate museums and galleries. Meanwhile the International Partnerships team works across Tate to curate bespoke exhibitions from the Tate Collection in consultation with external museums and commissioners. In addition, International Partnerships offers consultancy work related to museum programmes and general operations.

## 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)

### Diary and meetings management:

- Provide diary management, including arranging all regular and ad hoc meetings, accept and decline invitations and field telephone and email meeting requests.
- Undertake meetings management for the Director of Collections, producing agendas, minutes and papers as appropriate, organising venue and catering where required.
- Manage correspondence for Director of Collection, monitoring and distributing as required and ensuring that appropriate follow up is undertaken, including drafting replies as needed.
- Act as first point of contact for Director of Collection for the full range of internal and external contacts; including receiving and welcoming visitors and preparing refreshments.
- Liaise with external contacts and visitors; arrange complimentary catalogues and exhibition tickets where appropriate.

### General administration:

- Research and book frequent travel, hotels, taxis, provide full itineraries, deal with conference registrations, maintain database of hotels, restaurants, contacts etc. by destination.
- Make purchases, reconcile monthly credit card statements, compile and process expenses claims.

- Liaise with relevant PAs and curators to set dates and agenda items for International Monitoring Group (IMG) meetings, to include rallying curators for updates and images.
- To recover administrative Trustee Notes on file and Art Net information for the Director of Collection as requested.
- Working with relevant PAs and Acquisition Programme Manager to coordinate dates for Collection Group (CG) and Collection Committee (CC) meetings.
- Working closely with colleagues in Development to coordinate dates and curatorial meetings with regards Regional Acquisition Committees.
- Liaising closely with Teams at Tate Britain and Tate Modern to enable smooth working across sites.
- Administration of office budget for Director of Collection, including maintaining commitment logs, monitoring credit card expenditure, completing reforecasting sheets and approving expenditure in the digital finance system
- Receive and welcome visitors and prepare refreshments for the Director of Collection, Tate
- Be responsible for all correspondence, providing acknowledgements, replying to invitations and maintaining filing systems.
- Manage requests for signatures and ensure that internal Tate paperwork is completed when required.
- Source publications, images and information on artists, design PowerPoint presentations, and maintain listings of current exhibitions.
- Undertake all general administration and record keeping including managing memberships and subscriptions, field internal and external enquiries.
- Act as a point of contact, draft and format all correspondence, ensure that internal Tate paperwork is completed where appropriate, including email management and filing.
- Take an active role in supporting key relationships; liaise with external contacts and visitors, arrange complimentary catalogues, exhibition tickets and out-of-hours visits where appropriate.
- Carry out any other reasonable tasks as required.

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

- Proven experience of working in a senior level PA role in a busy office environment.
- Excellent administrative skills with proven experience of organising meetings and managing diaries, filtering and providing information and setting up, managing and maintaining effective filing systems.
- Strong organisational skills with proven ability to plan and prioritise a varied workload and work positively under pressure to meet deadlines.
- Capacity to maintain composure and remain collected in variety of circumstances.
- Accuracy and attention to detail.
- Fast and accurate word-processing skills and the ability to use effectively Word, Excel, Outlook, PowerPoint, databases and internet applications.
- Effective interpersonal skills with the ability to communicate effectively and diplomatically with a wide range of people at all levels including experience of handling confidential and sensitive information and dealing with senior staff and a broad spectrum of external contacts.

- Effective written and research skills with the ability to draft letters, minutes reports and presentation materials.
- Good team-working skills with the ability to establish effective and mutually supporting working relationships with other departments inside and outside Tate.
- The ability to work unsupervised and under own initiative
- Experience of shorthand minute-taking.
- Prior experience of working in a museum or gallery.
- A flexible and proactive approach to work.
- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect.
- 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 (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 25 May 2025 by midnight.

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.

