



Job description

Job title	Acquisitions Programme Coordinator
Department	Collection Care
Contract	Permanent
Salary	£32,027 per annum
Hours	Full-time, 36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Acquisitions Programme 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

This role offers an excellent opportunity for someone looking to pursue a career in collection management. Working closely with the Acquisitions Programme Manager and the Director of Collection, you'll support the delivery of Tate's acquisitions programme in bringing new works into the collection and helping to shape and grow it for the future. The position calls for strong attention to detail, as well as excellent organisational and interpersonal skills, with regular collaboration across departments including curatorial, registrars, conservation, development, finance, legal, and copyright.

About your team

Based in the Curatorial Department at Tate Britain's Millbank offices, this dynamic and fast-paced team plays a central role in shaping Tate's collection. They work collaboratively to deliver an ambitious acquisitions programme, ensuring new works are thoughtfully integrated and cared for. It's a stimulating environment where precision, passion for art, and teamwork drive lasting impact.

What you will gain

You'll oversee the status and progress of all acquisition causes through to their accession into the collection. This is a valuable opportunity to deepen your expertise in collection management while contributing to the growth of Tate's collection. At Tate, we believe our success depends on motivated and skilled people, and we're committed to supporting your development. In this team, you'll be encouraged to share your ideas, expand your knowledge, and build new skills to help you thrive in your career.

What you will do (Main Duties and Responsibilities)

- Act as the first point of contact for updates on acquisition causes, ensuring clear and timely communication across teams
- Coordinate the preparation of agendas and meeting papers, to include Collection Group and Collection Committee. Take minutes, record decisions, circulate notes to relevant stakeholders, and follow up on agreed actions
- Commission and compile supporting documentation for acquisition causes, including curatorial texts, transport and shipping information, financial statements, and any additional materials
- Manage the timely production and distribution of formal correspondence related to acquisitions
- Maintain accurate and up-to-date acquisition records, filing systems, and entries in the collection database
- Support the Acquisitions Programme Manager and Director of Collection in compiling data and preparing strategic policy and advocacy documents, with a focus on diversity and inclusion
- Assist in the development and delivery of training sessions for curators and internal stakeholders on the acquisitions process
- Notify Collection Registrars when works are ready for collection, and coordinate with conservators and curators to ensure timely follow-up and tracking of progress
- Oversee and coordinate internal image updates to the website, working with Collection Assistants to ensure accuracy and consistency

- Process and authorise invoices, maintain commitment spreadsheets, and ensure financial records are accurate and up to date
- Reconcile monthly ledgers and end-of-year payments in collaboration with the finance team
- Provide additional support to the Acquisitions Programme Manager and Director of Collection as required.

What you will bring to the team

- Demonstrable interest in developing a career in collection management, with a strong understanding of its role in museum practice
- Excellent administrative and organisational skills, with the ability to manage multiple projects simultaneously and experience in project-based work
- Strong numerical skills and confidence in overseeing large and complex budgets
- Ability to work effectively under pressure, meet deadlines, and maintain a high level of accuracy and attention to detail
- Strong interpersonal skills, with the ability to build effective working relationships across a wide range of colleagues and external specialists
- Excellent communication skills, both written and verbal, with the ability to engage confidently with stakeholders at all levels
- A proactive and flexible approach, with a collaborative mindset and a willingness to contribute positively to team goals
- Ability to work independently, using initiative and sound judgement to prioritise tasks
- High level of computer literacy, including proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook), and ideally experience with databases and museum collection management systems
- A strong commitment to diversity, equity, and inclusion, with the ability to support and promote inclusive practices across the organisation
- A genuine interest in and commitment to Tate's mission and the work of its collection.

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 after 3 years of continuous service
- 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 Sunday 10 August 2025 by midnight. Interviews will be held the week beginning 25 August 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.

