



Job description

Job title	Exhibitions Registrar
Department	Curatorial Department, Tate Modern
Contract	Permanent
Salary	£40,308 per annum
Hours	Full-time, 36 Hours per week
Location	Bankside, Tate Modern
Reporting to	Senior 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

To coordinate and negotiate loan agreements for loans to Tate Modern. To tender for and appoint fine arts transport agents to facilitate the associated packing and transport arrangements for works of art on loan to temporary exhibitions, displays, performances (including live and time-based media artworks), and international exhibition tours. To arrange UK Government Indemnity or commercial fine arts insurance cover for all loans as relevant and to risk manage Tate's material liability for these loans. To achieve this within given deadlines, to international museum standards, to lender specifications and as cost effectively as possible. To encourage innovative and sustainable approaches to art transport and packing to facilitate Tate's institutional commitment to reduce its climate impact.

What you will do (Main Duties and Responsibilities):

Manage loan negotiations and movement of works of art:

- To negotiate and scrutinise lenders' loan agreements and conditions, communicating all requirements to the exhibition project team.
- To closely manage the completion of loan agreements to facilitate project deadlines, communicating status updates to the exhibition team.
- To devise and implement schedules for the inward and outward movements of works of art, in consultation with lenders, other Tate site and collection registrars, tour partner institutions, transport agents, production and art handling team, curators, and conservators.
- To give detailed consideration to the individual requirements of the works of art, including packing, routing, access, security, environmental requirements and value.
- To ensure arrangements are carried out to international museum standards and agreed lender requirements.
- Undertake risk assessment reviews in the movement and display of art loans and advise on art-work emergency/disaster planning.
- To bring and grow a network of contacts to enhance the ability to efficiently realise Tate Modern's programme.
- To work sustainably, innovatively, and collaboratively to develop and research solutions to reduce Tate's targets carbon emissions in line with Tate's institutional commitment to reduce its carbon impact.

Commission fine art transport and budget management:

- To compare, evaluate, negotiate and commission fine art transportation agents (within Tate's 'Transport Framework and Agreement'), for the delivery and despatch of individual works of art and for entire exhibitions ensuring lender requirements are met and international museum standards are maintained.
- To offer advice on costs and budget estimates to the exhibition project team.
- To seek innovative solutions for art transport and packing to meet Tate's sustainable goals to reduce its carbon emissions.

- To provide transport and crating estimates and advice on costs.
- To monitor performance and delivery.
- To provide information for customs import and export and DTI licensing.
- To ensure that Tate complies with Government regulations on use of temporary import facility and export licensing requirements.
- To adhere to and ensure compliance with Civil Aviation Authority known consignor scheme for onward air freight shipping of secured cargo.
- To monitor the transportation budget in collaboration with the curator/project leader, ensuring accurate up to date estimates are received allowing for successful budget management.

Arrange Government Indemnity or insurance:

- To ensure all loans to Tate are adequately insured.
- To communicate the detail of Government Indemnity requirements and ensure these are built into exhibition planning.
- To ensure Government Indemnity guidelines and immunity from seizure processes are complied with.
- To consult lenders and liaise with DCMS/ACE and/or insurance brokers as required.
- To administer any claims.

Document the location of works of art:

- To ensure procedures are adhered to for the receipt and despatch of works of art to/from Tate sites.
- To enter information on databases and ensure that information is accurate and up to date.
- To produce exhibition lists.
- To maintain TMS collections database and paper records of all works of art on site.

Other

- To collaborate with touring partners on transport, insurance and courier requirements.
- To work with Tate's virtual first courier policy to facilitate the integration of virtual couriers into exhibition delivery process.
- To make arrangements for virtual couriers, including ensuring all digital technology is working ahead of appointments.
- To make arrangements for in person couriers including travel, accommodation, per diem and schedules.
- To liaise with and advise curators towards future exhibition planning, resourcing and logistics.
- To take an active part in the Tate Modern Division meetings and operations.
- To monitor industry developments.
- To consult with colleagues across Tate Modern and Tate to ensure close collaboration with relevant teams.
- To monitor and process invoices using Tate's electronic invoice approval systems.

What you will bring to the team

- Previous experience of managing loans, arranging transport and insurance for temporary exhibitions.
- Experience of working to international museum standards for transportation, packing, handling and environmental requirements and negotiating loans and associated contracts.
- Experience of financial and budget management and administration.
- Understanding and experience of arranging UK government indemnity and commercial insurance.
- Experience of liaising effectively with colleagues and external contacts within a gallery/museum or similar environment.
- Knowledge of UK immunity from seizure legislation.
- Excellent project management skills and demonstrable evidence of the ability to plan work to meet agreed standards, deadlines and budgets.
- Highly effective communication and influencing skills - able to understand and negotiate complex documents, develop effective working relationships and inspire confidence from people at all levels.
- Ability to work under pressure and flexibly on multiple projects while retaining a good attention to detail.
- The ability to prioritise and to meet deadlines.
- Ability and willingness to work outside of core hours to realise projects
- An interest in and commitment to the work of Tate Modern.
- A relevant degree or equivalent.

Desirable

- Experience of The Museum System or equivalent Collection Management databases.
- Knowledge of one or more language[s] (other than English).
- Knowledge of an training in Civil Aviation Authority Known Consignor procedures.

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 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 July 2026** by midnight. Interviews will be held on week commencing 27 July 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.

