



**Post:** Assistant Acquisitions Co-ordinator  
**Reference:** 9093  
**Band:** Specialist  
**Department:** Registrar's Department, Collection Care  
**Contract:** Permanent  
**Hours:** Full-time  
**Reporting to:** Acquisitions Co-ordinator  
**Location:** Millbank

### **Background**

The aim of Tate is to increase public awareness, understanding and appreciation of British art from the 16<sup>th</sup> Century to the present day, and of international modern and contemporary art.

Tate's Collection Care Division is responsible for ensuring that collections are available and accessible forever. Its operations embrace the management, research, care and conservation of the art, archive and library collections and to facilitate programmes of exhibitions and displays to all Tate sites, for touring exhibitions and for loans to other institutions worldwide.

### **Acquisitions Programme**

Tate aims to acquire artworks of outstanding quality in all the areas for which it is responsible. Tate's art collection and archive collection are built by purchase, gift and bequest, as well as through works allocated by the Government in lieu of tax.

Tate's acquisition programme is driven and overseen by the Head of Collections (British Art) and Head of Collections (International Art). All works of art proposed for acquisition, whether purchases, gifts, bequests or allocations, are considered through the same procedures. This involves extensive liaison and co-ordination across Tate divisions, most notably with curatorial, conservation, finance, registrars, legal and copyright departments.

### **Purpose of the Job**

To assist the Acquisitions Co-ordinator and all stakeholders to co-ordinate Tate's acquisition process, overseeing the status and progress of all acquisition causes until they are accessioned into the collection. To ensure smooth delivery of Tate's acquisition programme.

## **Main Activities/Responsibilities**

### **Support Acquisitions Co-ordinator and Heads of Collections to co-ordinate acquisitions process.**

- Ensure Acquisition Group (AG) agenda is collated from The Museum System (TMS) and adding items for discussion from monitoring group minutes and additions from Heads of Collections.
- Ensure Collection Committee agenda is prepared and collated from TMS, text from Curators, loans pages, financial statement and any additional papers.
- Organise editing process of Collection Committee (CC) booklet by Curators and Director.
- Ensure post-Board letters, written by curatorial departments, are collated and sent from Director.
- Ensure accurate information and documentation relating to new acquisitions is held and updated, including ensuring TMS records are created by curatorial departments.
- Update relevant TMS records when changes occur relating to the acquisitions process, including credit lines.
- Take minutes at the AG and CC meetings and assist with any other minutes as required.

### **Liase with Curators, Registrars, Conservators, Legal, Copyright and external bodies on logistics of acquisitions processing**

- Inform Collection Registrar that works are ready for collection, and notify relevant Conservators and Curators that work is being brought in and requires their action.
- Assist with resolution of any issues related to the work.
- Notify Collection Registrars when invoice has been paid and ensure credit line is correct on TMS before accessioning.
- Support Acquisitions Co-ordinator in developing acquisition agreements and securing copyright on works as appropriate.

### **Process and monitor payment of works of art and acquisitions related costs**

- Proceed with payment for works agreed by Board once all issues resolved.
- Ensure invoices for works of art are authorised, keep commitment spreadsheet and ensure finance statement is accurate.
- Oversee payment process of acquisitions to artists, galleries and other vendors, advising Finance on timing of staged payments or when applications have been made to funding bodies.
- Request transfer of grants or agreed trust funds for acquisitions from Finance or Tate funding bodies.
- Reconcile end of year payments.
- Support the Acquisitions Co-ordinator in any other areas as required

## Person Specification

### Essential

- Proven experience of working within collections management in a museum or art gallery, preferably in acquisitions.
- Excellent administrative and organisational skills, in particular, a capacity to support a number of projects at once and/or experience of project-based work.
- Ability to work under pressure, meet deadlines and retain good attention to detail.
- Able to demonstrate strong interpersonal skills, an ability to build effective working relationships with a range of colleagues and specialists.
- Excellent communication skills- the ability to communicate effectively with people at all levels.
- A proactive, flexible approach and an ability to work as part of a team, contributing positively to team goals.
- Ability to work unsupervised and under own initiative.
- High degree of computer literacy, particularly with DTP, Powerpoint, Word, Excel and Outlook.
- A commitment to, and understanding of, the principles of diversity and the ability to influence the behaviour of others to create a positive and inclusive working environment.
- Commitment to the work of Tate.

### Pay and Benefits

#### Type of Contract

This appointment is offered on a permanent contract.

#### Working Hours

This post is offered on a full-time contract working 36 hours per week – Monday to Friday.

#### Salary

This post is graded in the Specialist Band of Tate's Pay Bands which is as follows:

<b>Minimum</b>	+1	+2	+3	+4	+5	+6	+7	<b>Ceiling</b>
£22,000	£22,500	£23,500	£24,000	£25,000	£26,000	£27,000	£28,000	£28,700

An appointment to this post will be made at the minimum of the band at £22,000 per annum.

A review of pay is undertaken annually at Tate through negotiation with the recognised trade unions. Any increases to individual salaries, will be subject to the terms of Tate's annual pay settlement and will be applied from 1 April.

## **Annual Leave**

Annual leave is 25 working days per annum rising to 27 working days per annum after three years' service.

## **Pension Benefits**

An important part of the pay and reward package Tate offers employees is the option to join the Civil Service Pension arrangements. These arrangements offer a choice of two types of pension:

- **nuvos**. This is a high quality, index-linked defined benefit occupational pension scheme that currently has a 3.5% member contribution rate. As your employer we meet the rest of the cost of the scheme.
- **partnership** pension account. This is a stakeholder pension with a contribution from ourselves. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

If you have previously worked for an employer who participated in the Civil Service Pension scheme different conditions may apply.

## **Other Discretionary Benefits**

- Interest-free Season Ticket Loan.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts in the Tate Restaurants and Cafes and on items purchased in the Tate Bookshops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.

## **Selection**

Completed application forms should be returned to:

**Human Resources Department  
Tate  
Millbank  
London SW1P 4RG**

**Fax: 0871 5941785**

In view of the increasing postal costs and our constant need to make the best possible use of our resources it is our policy to write only to those people who are invited for interview. I am sure that you will appreciate the need for this. If you would like confirmation of receipt of your application please enclose a stamped addressed

postcard. If you do not receive an invitation to interview within four weeks of the closing date, regrettably, you should assume that you have not been successful on this occasion.

The closing date for the return of completed application forms is **Monday 16 November 2009 by 5.00 pm**. Interviews will be held on Thursday 10 December 2009.

*Our jobs are like our galleries, open to all.*