



Tate & CLC Industry Placement Role Specification

Vacancy Title:	Industry Placement Tate Exchange Assistant
Employer Name:	Tate
Vacancy Location:	Tate Liverpool
Employer Address:	Royal Albert Dock, Liverpool, L3 4BB
Reporting to:	Tate Exchange Coordinator
Working Week:	2 days per week, (Monday & Friday)
Duration:	50 Days

Key Dates:

Closing Date for Applications:	Friday 19 October 2018
Interview Date:	Friday 2 November 2018
Industry Placement Start Date:	Monday 12 th November 2018

1. About Tate

Tate is recognised as one of the leading art organisations in the world. We welcome over seven million visitors a year and put on a world-renowned series of displays, exhibitions and education events. Tate is a family of four galleries, (Tate Britain, Tate Modern, Tate Liverpool and Tate St Ives), each with its own atmosphere. The aim of Tate is to increase public awareness, understanding and enjoyment of British art from the 16th century to the present day, and of international modern and contemporary art.

Located on the Royal Albert Dock Liverpool, Tate Liverpool is an international gallery based in a regional centre. It is one of the UK's largest galleries of modern and contemporary art outside London, showing the Tate Collection of modern and contemporary art in new and innovative ways alongside ambitious special exhibitions. Tate Liverpool's vision is about 'learning with our audiences through art'.

Tate is committed to developing its workforce by providing learning and development opportunities and by providing routes into the organisation for all recruitment markets, including young people.

This Industry Placement is an exciting opportunity to join us and work with our Learning department at Tate Liverpool.

2. About the Learning Department

Tate Learning department aims to offer the highest quality programme with an international reputation, developed by an expert team with a profound understanding of modern and contemporary art. The design and implementation of Learning programmes are developed through research and reflective practice to maximise learning experiences for all. Learning teams across all Tate sites have three areas of focus; critical engagement, participatory practice and working with artists in priority audience development areas: Families, Young People and Local People. Tate Liverpool provides a holistic approach through targeted programmes working with specific audience groups: Schools, Schools Outreach, Families, Public, Young People and Communities.

You can find further information about Tate on our website:

<http://www.tate.org.uk/>

3. About Tate Exchange

This industry placement will work on Tate Exchange, an entirely new programme at the museum that explores how art makes a difference in society. It is an open experiment and ongoing programme of events developed by artists, practitioners, and Associates, both within and beyond the arts sector. The aim is to build a dialogue around art, society, and the wider issues facing us today.

The space provides opportunities for visitors and Associates to explore and activate the artwork from the Tate Collection currently on display. Located in the centre of the first-floor gallery, Tate Exchange is a place for visitors to drop in for a talk, enjoy a chance encounter with a pop-up work of art, watch a live performance, and/or join the debate. In short, it's a space for collaboration and innovation, and a forum for anyone and everyone to get involved with art in new and unexpected ways.

You can find out further information about Tate Exchange on our website:

<https://www.tate.org.uk/tate-exchange>.

4. About the Industry Placement

The placement is an exciting opportunity to develop new skills in public programming and Project Management. The trainee will assist Tate Liverpool's Tate Exchange team to plan, deliver, document and evaluate week-long residencies at Tate Exchange.

Main purpose of placement:

The trainee will shadow members of the Tate Exchange Team and assist them to develop and deliver an ongoing public programme in Tate Exchange.

During the 50 days placement you will:

- Under supervision support the planning, delivery, documentation and evaluation of the Tate Exchange public programme.
- Develop skills in administration by arranging meetings, taking minutes, and other administration duties as necessary.
- Develop verbal and written communication skills by liaising with Tate Exchange Associates and key staff at Tate Liverpool.
- Develop skills in monitoring and evaluation by assisting the Tate Exchange team in recording and collating information and data for evaluation reports.
- Develop skills in project management, (including completing itineraries and risk assessments), by assisting with the planning and delivery of week-long residencies at Tate Exchange.
- Support Tate Exchange operations and logistics, (including set up and de-install), by assisting Tate Exchange Associates, AV Technicians and others as required.
- Share knowledge and expertise with others across the Learning Department.
- Observe good practice in health and safety.
- Take part in regular supervisory meetings with your Mentor and/or Line Manager.

Personal Specification

To apply for the role, you will need to:

- Demonstrate that you will benefit from the opportunity and how it will help you to develop your skills in your area of interest.
- Demonstrate your interest in the visual arts, particularly galleries/museums and socially engaged practice.
- Be dependable, willing to learn and be committed to completing the 50 days placement.
- Be enthusiastic and have a positive attitude and a willingness to bring ideas to the team.
- Have an interest in working with a wide range of people of different ages and different interests.
Demonstrate your ability to work collaboratively and flexibly with other people and as part of a team.
- Be able to think clearly, respond calmly when problems arise and contribute to solutions.
- Demonstrate your ability to communicate clearly both verbally and in writing.
- Have good numerical skills.
- Have good IT skills, including Microsoft Word and Excel (training will be provided on Tate IT packages).
- Have an understanding of diversity and inclusion.

Support for the trainee:

As a Trainee Project Assistant in the Learning team, you will be learning on the job with a Mentor/Line Manager to support you. Your Mentor will be one of the Tate Exchange team.

Your Mentor will help you to learn and develop new skills and provide an understanding of working in a large museum. They will agree an individual learning plan with you so that you will be clear about what you need to learn and how to go about it. They will be there throughout your placement to answer questions you may have and to provide support.

Training to be provided:

- Organisational induction - this will include an overview of Tate, its organisational structure and areas of work in the arts and community sectors.
- Tate computer systems and IT packages.
- Tate administrative systems – this will involve an introduction to internal room booking procedures, administrative paper work/forms/templates such as event itineraries, risk assessments etc.

You will also be eligible for some other benefits including:

- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- 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.

5. About 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 placements on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All placements at Tate are offered subject to the following conditions:

- Receipt of satisfactory references.

The successful candidate will be required to undergo a baseline Security Clearance Check **and will be asked to provide identification documents, for example, passport, driving licence and utility bills etc.**

Diversity

Tate is proud of its commitment to diversity which is set out in our Tate for All strategy. This strategy is reflected in our culture, actions and audiences and aims to improve diversity at Tate through a process of organisational change to make diversity part of everything we do. Tate expects all of its employees/volunteers to contribute to diversity as part of their role.

6. How to apply and further information about this Placement

For further information and an application form please contact Alison Jones at Tate, or Caroline Toop at City of Liverpool College on email:

Alison.jones@tate.org.uk or call her on Tel: 0151 702 7454.

Caroline.Toop@liv-coll.ac.uk or call her on Tel: 0151 252 3000

Please complete and return your application form by email to:

Caroline.Toop@liv-coll.ac.uk

As part of your application we will ask you to provide examples of how you meet some of the criteria set out in section 4 above 'To apply for the role you will need to', on page 3 of this document.

These examples could be from any aspect of your life, including work (voluntary or paid), education and social life.

For more information please see our Guidance Notes for Applicants attached with this document.

The closing date for the submission of completed application forms is Friday 19 October 2018 by 18:00.

We will be interviewing for the placement on Friday 2 November 2018.

The placement will start on Monday 12 November 2018.

Our jobs are like our galleries, open to all.

For more information about Tate Exchange please visit:

<https://www.tate.org.uk/tate-exchange>