

## Job Description

<b>Job title:</b>	Collections Researcher
<b>Reports to:</b>	Deputy Director
<b>Department:</b>	Museum Acquisitions
<b>Lateral Relationships:</b>	Liaison with Museum acquisitions team, Development, and Consultancy
<b>Subordinates:</b>	
<b>Salary &amp; benefits:</b>	£25k per annum, four days/ week
<b>Contract:</b>	Permanent
<b>Notice period:</b>	2 months

### Main objectives:

The Contemporary Art Society champions the collecting of outstanding contemporary art and craft in the UK. Since 1910 the charity has donated thousands of works by living artists to museums, from Picasso, Bacon, Hepworth and Moore in their day, through to the influential artists of our times. Sitting at the heart of cultural life in the UK, the Contemporary Art Society brokers philanthropic support for the benefit of museums and their audiences across the entire country. Their work ensures that the story of art continues to be told now and for future generations. Over the past three years we have been developing a database of all the works we have presented to museums throughout our history. The Collections Researcher is responsible for continuing to develop and catalogue the database of works gifted to museums since 1910.

**Key responsibilities:**

- To research and collate existing data. Data is currently held digitally (spreadsheets, access database, centenary research), at Tate archive and in hard copy (annual reports, index cards).
- To enter verified information on gifts, artists, buyers, recipient institutions etc on to the database in a systematic way.
- To consult Tate Archive and off site storage to find historical information relating to purchases.
- To work with the Deputy Director and database provider to implement and develop the database as necessary.
- To digitise Terms of Agreement and other documents relating to acquisitions and gifts and bequests.
- To work with the Deputy Director to establish and implement how the database can be extended to catalogue the work of different departments at CAS ie: Consultancy.
- To contact museums and galleries to seek images and information where necessary.
- To be the first point of contact for external enquiries relating to our gifts to museums.

**Person specification:**

- Strong research skills and experience.
- Knowledge of, and experience of archiving standards.
- A deep knowledge and understanding of cataloguing databases
- Knowledge of international and British contemporary art scenes
- Strong personal initiative and a collaborative spirit
- A high level of organisational ability, with perfect attention to detail