



JOB DESCRIPTION

Post: PA to CEO and Executive Team

Department: Tate Enterprises

Reporting to: CEO Tate Enterprises

Working with: Senior team within Tate Enterprises including Commercial Director; Director of Finance and Operations; Head of E-commerce; Head of Retail, Director of Events and Corporate Membership; Director of Merchandise and Licensing; Director of Publishing; People team; Marketing team.

The Company: ***Tate Enterprises Limited (TEL)** is a wholly owned subsidiary of Tate through which we operate our highly successful trading activities. TEL shares Tate's mission to promote public knowledge, understanding and enjoyment of British, modern, and contemporary art. TEL consists of Tate Commerce and Tate Eats.*

***Tate Commerce** is an omnichannel trading organisation, covering Publishing, Retail, Merchandise, Brand and Image Licensing, Finance and Operations. Tate Commerce seeks to extend the visitor journey beyond the galleries while maximising revenue and visitor satisfaction, working closely with the wider Trading and Front of House teams to deliver an outstanding experience to all of Tate's visitors.*

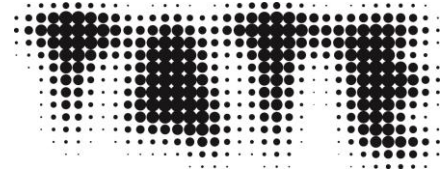
***Tate Eats** is unique in the sector, running our restaurants, cafés and bars and delivering a vast range of events from premiers to boardroom lunches. Eats has a pioneering roastery, setting the agency on gender equality in the coffee supply chain, brewing beer and blending gin, creating teas, all alongside a multi-award-winning wine programme. We research and write menus in response to Tate's diverse programme and collaborate with artists and curators.*



The Disability Confident Scheme

Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Scheme Symbol.

About the role: To provide effective and efficient personal assistance to the CEO of Tate Enterprises, while also supporting the executive and senior leadership teams across a wide range of activities.



Main Duties and responsibilities:

- Manage the diary for the CEO and take a pro-active approach to ensure that their time is spent as efficiently and effectively as possible.
- Undertake a wide range of daily administrative support tasks including arranging meetings; drafting correspondence; producing reports, papers and minutes; making travel arrangements; ensuring that agendas and papers have been issued; and dealing with enquiries.
- Assist the Senior Leadership Teams reporting into the CEO with ad-hoc tasks, projects and team administration.
- Working closely with the CEO and Senior Leadership team develop relationships with key internal and external stakeholders including the Tate Enterprises board, Audit Committee, Tate Gallery directors along with their relevant PAs and EAs.
- Support the TEL Board meeting with minuting, coordinating Board Packs and presentations, ensuring all communications and meetings are facilitated and information is cascaded.
- Support the Audit Committee meetings with minuting, ensuring documents are collated and communicated in advance of the meeting.
- Support the TEL Bi-Annual Company meetings, coordinating speakers and presentations, and assisting the Training and Engagement Manager as required.
- Maintain a high standard of corporate governance liaising with the gallery and acting as the key point of communication between Gallery and Tate Enterprises executive management.
- Manage all aspects of administration for reoccurring meetings including the monthly TEL senior team meeting, and regular one-to-ones for CEO's direct reports.
- Arrange travel undertaken by the CEO and senior team including booking trains, flights, accommodation and producing itineraries.
- Manage correspondence for the CEO, monitoring and distributing as required and ensuring that appropriate follow up is undertaken, including drafting replies as needed.
- Cascade information to team members as necessary.
- Attend meetings to take minutes as required, maintain an action tracker and ensure prompt follow up.
- Carry out other tasks that are within the scope, spirit and purpose of the role.

Tate is proud of its commitment to diversity and inclusion which is set out in our Tate for All strategy. This strategy aims to improve diversity and inclusion at Tate through a process of organisational change and to make diversity and inclusion part of everything we do. Tate therefore expects all of its employees to actively contribute to promote diversity and inclusion as part of their role.



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Experience, skills and competencies

- Previous PA experience, ideally at a senior level.
- Excellent administrative skills – the ability to organise meetings and manage diaries, filter and provide information and manage and maintain filing systems.
- Strong organisational skills – the ability to prioritise a varied workload and work accurately under pressure to meet deadlines.
- Effective interpersonal skills – the ability to communicate effectively and firmly with a wide range of people at all levels inside or outside Tate.
- Excellent communication skills, demonstrating the ability to communicate effectively and diplomatically with all colleagues and with a diverse customer base.
- Effective written communication skills – the ability to draft letters and minutes.
- Experience of handling confidential and sensitive information and dealing with senior staff and a broad spectrum of external contacts.
- Sound numeracy skills – the ability to work accurately with financial information.
- Fast and accurate word-processing skills and the ability to use effectively Word, Excel, Outlook, PowerPoint, databases and internet applications.
- Good team-working skills – the ability to establish effective and mutually supporting working relationships with other departments inside and outside Tate.
- A positive role model and team member conveying a professional attitude and appearance at all times.
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect.
- Proactive and flexible in order to deal with the CEO's often changing priorities.
- Self-motivated and have the ability to work independently.
- Adaptable and an openness to new ways of doing things.
- Has an interest in the aims, services and products of TEL and is passionate about their own contribution to Tate.



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