



**Post:** New Business Manager, Corporate Membership and Events  
**Reference:** TG1679  
**Band:** 3L  
**Department:** Development  
**Contract:** Permanent  
**Hours:** Full-time  
**Reporting to:** Head of Business, Corporate Membership and Events  
**Location:** Millbank, London

## **Background**

Our aim is to champion art and its value to society. We do 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 British art from the 16<sup>th</sup> century to the present day, and international modern art from 1900 to the present day.

Tate has four galleries: Tate Britain; Tate Modern; Tate Liverpool and Tate St. Ives, which combine to form one of the world's leading art institutions, enjoying a national and international profile and reputation for excellence.

The Tate Development office was founded in 1990 to raise funds from the private sector for revenue and capital projects at Tate. It has expanded over the years to meet growing gallery needs and is now one of the most successful arts fundraising teams in the UK. The majority of personnel are based in London with staff in St Ives and Liverpool as well as a small office in New York.

The Corporate Membership and Events team is a dynamic, ambitious and high-achieving team, responsible for Tate's corporate membership scheme and all income generating events across the London galleries. This role comes at an exciting time for Tate, less than a year after the opening of the new Tate Modern.

You can find further information about Tate on our website: [www.tate.org.uk](http://www.tate.org.uk)

## **Purpose of the Job**

To maximise Tate's income generating potential across Tate Britain and Tate Modern, with a specific focus on securing new business and achieving an ambitious increase in income targets.

## **Main Activities/Responsibilities**

Working closely with the Head of Business, Corporate Membership and Events:

- Identify, research, segment and prioritise a prospect portfolio.

- Cultivate and manage this prospect pool, ensuring Tate's relationship database, Raiser's Edge, is up to date at all times.
- Collaborate with other departments within Tate to help devise attractive opportunities for Corporate Membership and Events which continue to prioritise Tate's programme.
- Instigate and manage proactive client presentations and introductory meetings, client show rounds, promotional and cultivation events.
- Successfully secure new Corporate Members and Corporate Events.
- Personally secure a proportion of the Corporate Membership and Events annual income target, with a focus on larger and more profitable projects and events.
- Work with Head of Business, Corporate Membership and Events to implement a marketing strategy for developing corporate member and entertaining business across Tate Britain and Tate Modern.
- Write and successfully deliver fortnightly client newsletters to a database of over 5,000 corporate prospects.
- Responsible for carrying out relevant research and due diligence processes in relation to new and existing corporate clients.
- Lead on the planning and delivery of corporate development cultivation events.
- Foster and sustain excellent working relationships across Tate.
- Carry out any other reasonable duties in line with the post which may be required from time to time; including managing a proportion of corporate events and membership accounts, and taking responsibility for an element of the corporate membership & events financial processing.

## **Person Specification**

### **Essential**

- Successful track record of securing new business.
- Excellent track record in engaging, communicating and gaining commitment from people at all levels, both internally and externally, with evidence of ability to influence decision-making.
- A high level of personal effectiveness, and the ability to prioritise and deliver quality work to deadlines.
- Demonstrable ability to work in a forward thinking and creative way to achieve demanding financial targets.
- Outstanding communication skills and attention to detail.
- A collaborative approach to teamwork and ability to work flexibly, positively and creatively with colleagues to achieve shared goals.
- Competency in event management from client liaison and budget planning through to operational excellence in terms of supplier management, ideally in historic and/or public buildings.
- Highly organised and highly motivated with an ability to work both on own initiative and as a team player contributing expertise and leadership.
- Awareness of and commitment to the principles of diversity and inclusion as they effect a large cultural institution.
- Interest in and commitment to the work of Tate.

## **Summary of Terms and Conditions of Employment**

### **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 on Band 3L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £31,742 per annum.

### **Annual Leave and Public Holidays**

Annual leave is 25 working days per annum rising to 27 working days per annum after three years' service. In addition, we offer paid time off for the 8 public holidays and 1 Tate day (on 24 December when the galleries are closed).

### **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 currently offer a choice of two types of pension:

- **Alpha.** This is a defined benefit occupational pension scheme that currently has a member contribution rate which ranges from 4.6%-8.05% dependent on your salary. As your employer we meet the rest of the cost of the scheme. Further information about this can be found at [www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk)
- **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 or other Public Service pension schemes different conditions may apply.

### **Other Discretionary Benefits**

- 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

- Subsidised staff catering arrangements and 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.

## **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.

## **Diversity and Inclusion**

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](#).

## **How to apply**

Our opportunities are open for you to apply online. Please visit: [www.tate.org.uk/about/workingattate/](http://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 **Sunday, 4 November 2018 by Midnight.**

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

