



## Job description

Job title	Corporate Partnerships Account Officer
Department	Development
Contract	Fixed-Term
Salary	£26,959 per annum
Hours	36 hours per week
Location	Millbank, London
Reporting to	Corporate Partnerships Account Manager

## Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver 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 16th century to the present day, and international modern art from 1900 to the present day.

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.

Tate's vision is predicated on a significant increase in private sector fundraising. The identified need over the next 6 years is around £250m, which represents a very significant step change for Tate and in order to achieve this ambition Tate is committed to building the strongest fundraising team in the UK.

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

## About the role

To work as part of an Account Team to deliver a portfolio of Tate's Corporate Partnerships. You will play a key part in project managing the delivery of partnership programmes, activations and benefits both at Tate and through our Corporate Partners and their networks. You will work collaboratively with Tate colleagues, ensuring that both the expectations of the client and the objectives of Tate are consistently met.

## About your team

We deliver multi-faceted and innovative partnerships in support of Tate's vital work. From supporting our exhibitions and collection, to research and learning programmes, to globally-reaching digital activations, we collaborate with colleagues across the organisation to deliver exciting projects.

This is an opportunity to fundraise for Tate's mission to make art accessible for all; to help drive Tate into the future, working with inspiring content and ground-breaking projects, in amazing spaces, and alongside a passionate team.

We strive for inclusive working practices and spaces that reflect the communities in which we're located, ensuring opportunities are accessible and all voices are heard to contribute to our future. In this team you will be encouraged to contribute your ideas, realise your potential and enjoy the experience of working at Tate. We actively encourage applications from underrepresented groups to apply, in particular those from ethnic minorities and disabled candidates.

## **What you will do**

### **Account Delivery**

- Collaborate with Corporate Partnerships Managers to manage and deliver benefits (e.g.: catalogue and ticket distribution) and activations both in-person and digitally, across four Tate sites and through our Corporate Partners (e.g.: employee engagement activities, workshops, tours, talks, advertising, digital activations).
- Manage Corporate Partner crediting on all aspects of print, including: online platforms, internal signage/wayfinding, advertising, promotions and PR, and coordinate the approvals process with both the Corporate Partner and internal colleagues.
- Act as an internal advocate for a portfolio of Tate's Corporate Partnerships; arrange and lead project meetings then deliver actions.
- Act as a representative of Tate at meetings with external stakeholders; arrange and lead project meetings then deliver actions.
- Liaise with other teams, including: Tate Events & Corporate Membership to arrange corporate hospitality benefits; and Advocacy and Events Team to make Tate's events work for Tate's Corporate Partners, ensuring smooth operation of the nomination process and accurate data.
- Lead on acquiring image permissions in relation to Corporate Partner activity.
- Attend out of hours events as required, supporting the wider Development Team on event programme delivery.

### **Reporting and Evaluation**

- Gather and collate information (including photography, press cuttings, marketing collateral, attendance figures and online platforms from other Tate Departments) to produce detailed partnership evaluation reports and write regular Corporate Partner updates, demonstrating impact and value to Corporate Partners.

### **Operations**

- Ensure the Corporate Partner records on the development database (Raiser's Edge) are maintained and updated with the Corporate Partners' benefit usage, notes from meetings, briefing notes and action points.
- Financial processing including responsibility for invoicing, monitoring and tracking of Corporate Partner payments, regularly updating the development database (Raiser's Edge) with financial information.

## What you will bring to the team

There is no singular route into our team, nor is there a singular type of person we are looking to join us. We are a team of passionate, committed individuals, who thrive on collaboration and communication, looking for a team-member who can bring new skills, experience and insights to our ways of working. We'd like you to bring the following attributes to the role:

- Excellent communication and presentation skills, both written and verbal.
- Excellent interpersonal skills with the ability to work collaboratively with a range of colleagues and build relationships at all levels.
- Excellent sales and negotiation skills, with an ability to influence confidently and diplomatically externally and internally at all levels.
- Demonstrable ability to analyse and research information.
- Demonstrable ability to explain complex information clearly and simply.
- Excellent time management and prioritisation skills, with an ability to manage competing demands from internal and external stakeholders to deliver work to deadline.
- Highly organised and motivated with good attention to detail.
- Ability to work both on own initiative and as a team player.
- High degree of computer literacy including knowledge of Microsoft Office, particularly with Word, Excel, Powerpoint, Outlook, as well as video-conferencing software.
- A flexible and proactive approach to work.
- Awareness of and commitment to the principles of diversity and inclusion.
- Interest in and commitment to the work of Tate.

## Tate for all

### Diversity and Inclusion

Our jobs are like our galleries, open to all.

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](#).

### 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.

## 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 Tuesday, 19 October by midnight.

