



## Job description

Job title	Engagement & Events Officer, International
Department	Development
Contract	Permanent, Full-time
Salary	£31,527 per annum
Hours	36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Engagement & Events Manager, International

## 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 the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

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

## About the role

To plan and deliver meetings, events and communications for Tate's international donors and supporter groups. To support on the research and planning of donor trips, art fair programmes and international events, working closely with the Engagement & Events Manager, International.

## About your team

The Engagement & Events team sits within the Development department but works collaboratively across the organisation to deliver a programme of events to support Tate's fundraising and engagement objectives. The team delivers a busy and inspiring programme of events, with the aim to build new and grow existing relationships with individuals and organisations through events, trips and long-term stewardship.

We strive for inclusive working practices and spaces that reflect the communities in which we are 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 gain

Motivated, and skilled people are key to our continued success, and we want everyone at Tate to have the opportunity to develop and thrive. In this team, you will be encouraged to contribute your ideas, realise your potential and learn new skills and knowledge.

## What you will do

- Support the Engagement & Events Manager, International in managing the international programme of events and trips and collaborating with colleagues across the Development department.
- Work with colleagues to plan and deliver meetings and activities for Tate's Acquisition Committees, with the support of the Engagement & Events Manager, International.
- Write copy, source images and project manage the process of creating and emailing seasonal event calendars to international supporter groups.
- Plan and administer VIP access to international art fairs for the Development department.
- Manage events at and for Tate, including but not limited to meetings, tours, receptions and private views, collaborating with colleagues to ensure the objectives of the events are met.
- Manage invitations, guestlists, event briefings, logistics, RSVPs and event analysis.
- Write and circulate event briefings for the department and other senior staff in advance of all events.
- Manage events by overseeing the checking-in of guests, dealing with any late guest changes and responding to staff and guest queries.
- Draft, compose and proof-read correspondence sent to international supporters.
- Update and maintain accurate data in Tate's database systems.
- Track finances for the international programmes and ensure expenditure is logged and accounted for in a timely manner.
- Support the Engagement & Events Manager, International in researching and planning trips.
- Work closely with the other members of the Engagement & Events team and other Tate colleagues to ensure the international programme is coordinated successfully, and all opportunities for stewardship and cultivation are maximised.

- Track post-event analysis in order to support future event planning and allow for a strategic approach to the events programme.

## What you will bring to the team

- Excellent project management skills, with an interest in and understanding of event management.
- Excellent organisational and administration skills, with the ability to juggle competing priorities and deliver to deadlines, while maintaining attention to detail.
- Excellent copy writing skills and the ability to write briefings and communications for different audiences, including senior members of staff and supporters.
- Interest in and understanding of relationship management (in a fundraising, events or other capacity).
- Ability to communicate well with senior members of staff and supporters, in writing and in person.
- Able to work calmly and with discretion, even when working under pressure.
- Confident with Internet-based applications, Office 365 and Windows-based applications such as Outlook and Excel.
- Experience of using Customer Relationship Management (CRM) databases to record and manage supporter data and the ability to ensure best use of CRM systems.
- Experience of analysing data and extracting relevant information for reports.
- Ability to work collaboratively within a diverse organisation and treat all colleagues with dignity and respect.
- Willingness to work flexibly, including hours outside normal office hours.
- An interest in and commitment to the work of Tate.
- An interest in the contemporary art scene, the international art calendar and art world moments.
- Understanding the principles of equality and diversity and the ability to apply and promote these in practice at work.

The requirements listed here are guidelines, not hard and fast rules. You don't have to satisfy every requirement and we welcome candidates who bring transferable skills. Applying gives you the opportunity to be considered.

## 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](#).

## Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

## Benefits

- Birthdays off each year
- 25 days leave per year, rising to 27 (pro rata for part time colleagues).
- A pension scheme with generous employer contributions.
- Life Assurance and Income Protection for DC scheme members.
- 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.
- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

## 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 9 February 2025 by midnight.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.

