



Job description

Job title	Head of Engagement and Events
Department	Development
Contract	Permanent, Full-time
Salary	£65,000 per annum
Hours	36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Director of Development
Responsible for	Senior Manager (Development) Manager (Exhibitions) Manager (Logistics)

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.

About the role

To lead the Engagement and Events team to ensure a creative and exceptional approach to stakeholder engagement and an impactful events programme, including national and international trips. You will be instrumental in developing and implementing strategies to engage and influence key stakeholders, raise awareness of the mission and work of Tate and help drive fundraising income to Tate.

About your team

The Engagement and Events team (13 members of staff) is an important function within the Development department and works collaboratively across the organisation to deliver a programme of events to support both Tate's engagement and fundraising objectives. The team delivers an inspiring and ambitious programme with the aim to build new and grow existing relationships with individuals and organisations through events and trips, supporting active fundraising and promoting Tate's work and values. The events programme includes exhibition openings, Patrons events, Development (fundraising) events, collection artists' events and international trips and occasions.

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, 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 department, you will be encouraged to contribute your ideas, realise your potential, and learn new skills and knowledge.

What you will do

Strategy – Tate Engagement

- Contribute to a rolling multi-year strategy ensuring forward planning of Tate's engagement activity, working with senior Tate colleagues to support Tate's artistic, commercial, audience and diversity strategies.
- Work collaboratively across Tate to deliver creative briefs for Tate events which clearly define event aims, formats, target audience(s) and outcomes with a focus on financial and environmental sustainability.
- Oversee the successful and efficient delivery of all Tate events, including but not limited to exhibition openings, collection artists' events, VIP/political visits, memorials, staff parties and celebratory moments (e.g. gallery and programme anniversaries).
- Ensure the delivery of inspiring and powerful engagement communications across Tate stakeholders including artists, museum and academic colleagues, art world contacts and policy makers.
- Work collaboratively with the Chief of Staff and the Senior External Affairs Manager to plan and ensure full alignment of all Tate engagement activities.

- Develop the Tate's network of advocates and ambassadors in collaboration with colleagues across Tate.

Strategy – Development Engagement

- Alongside the Development Leadership Team and Tate Senior Colleagues, pro-actively contribute to a rolling multi-year strategy ensuring forward planning of Development engagement activity.
- Lead the strategic planning and implementation of Development's event and trip programme, including but not limited to Patron events, Development (fundraising) events and international trips and programmes.
- Ensure ad-hoc projects hosted at Tate Britain and Tate Modern, which sit outside of the core programme, are in line with Tate's mission and are accommodated on a cost-neutral basis.

Logistics

- Oversee the operational and logistical management of all events hosted at Tate Britain and Tate Modern, ensuring the highest standard of delivery in compliance with Health & Safety and Tate policies.
- Work closely and collaboratively with Tate Eats to ensure the provision of unique and high-quality catering, focusing on cost effectiveness and return on investment.
- Deliver exceptional events hosted by key external stakeholders at Tate Britain and Tate Modern to steward and grow the wider network of critical relationships.

Relationship Management

- Develop relationships with senior Tate colleagues, advising and influencing Directors, curatorial and other colleagues to ensure Tate activity maximises opportunities for stakeholder engagement and the promotion of Tate's mission and value.
- Establish a collaborative approach within Development and with other Development teams (e.g. Tate Liverpool, Tate St Ives and Tate Americas Foundation).

Operations

- Provide clear and effective reporting on events and engagement activities.
- Proactively analyse and monitor performance for ongoing improvement, and report regularly on progress to the Director of Development.
- Manage the team budget and resource allocation, including the submission of accurate reforecasts and multi-year budgets, contributing to fundraising events budgets held across the department.
- Ensure best use of the Relationship Management System (RMS) database across Tate, ensuring data is captured in line with Tate policies and external legislation and is accurate and up to date.
- Adhere to best practice in supporter relationship management and engagement, ensuring that appropriate Tate policies are followed.
- Ensure that external supplier relationships are closely managed to ensure successful event delivery with a focus on return on investment.

Leadership

- Provide effective and inclusive leadership and line management of the team to embed a culture of high-performance in which the team is inspired and empowered to deliver.

- Set appropriate goals and benchmarks and manage the distribution of workload across the team, underpinned by an effective project management approach to planning and delivery.
- Motivate and develop team members through objective setting, effective feedback and coaching to meet personal and organisational targets.
- Be an active member of the Development Leadership Team, contributing to the delivery of strategy and management of the department.
- Interact regularly with senior Tate stakeholders including the Director, Executive Group, Trustees and Directors Group.
- Represent Tate at external events and deputise for the Director of Development as required.

What you will bring to the team

- Exceptional resourcefulness and creativity with an aptitude to generate new and innovative ideas.
- Significant senior management experience of event planning and delivery in an organisation of comparable complexity to Tate.
- A successful track record of delivering effective stakeholder engagement through a varied events and travel programme and inspiring communications.
- Ability to offer an agile, explorative and entrepreneurial approach to the work of the team.
- Demonstrable experience of embedding an effective project management approach to support the delivery of a varied programme of activities.
- Demonstrable experience of budget management and financial planning.
- Understanding of and commitment to the highest standards of relationship management and supporter care.
- Experience of working in a large complex organisation and negotiating with multiple decision-makers and stakeholders, both internally and externally.
- Able to think strategically and work collaboratively with others to turn strategy into action and achieve objectives.
- Experience of creating an inclusive and respectful culture within a team and applying principles of diversity and inclusion in relationships with supporters.
- Outstanding communication and highly effective interpersonal skills with the ability to network and influence at the highest level, inspiring confidence in both internal and external stakeholders in a range of business and social settings.
- Highly effective personal management skills with the ability to plan and prioritise activities, utilising available resources to deliver quality work to deadlines.
- High degree of computer literacy with knowledge of Windows based applications including Word, Excel, Teams and Outlook.
- Experience of using Customer Relationship Management (CRM) databases to record and manage supporter data and the ability to ensure best use of CRM systems.
- An ability to think strategically, balancing priorities across the organisation and translating this into a practical programme of activity.
- Ability to remain calm, focused and organised when under pressure, and to foster this within the team.
- A flexible approach and mind-set, with the ability to work outside core working hours.
- A collaborative approach and commitment to openness, transparency, and cooperation.
- An interest in and commitment to the work of Tate, and Tate as an institution.

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/ 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 21 May 2024 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.

