



Post: Marketing Assistant, Tate Members
Reference: TG1744
Band: 5L
Department: Membership & Supporter Engagement
Contract: Permanent
Hours: Full-time
Reporting to: Marketing and Communications Manager
Location: Millbank, London

Background

This is a fantastic opportunity to join the marketing department at one of world's leading art institutions. Every day you will carry out a variety of tasks: liaise with printers and fulfilment houses; write and proofread emails, letters, printed material and social posts; collaborate with several Tate teams (including the wider marketing team, design studio, audience insights and customer service).

With around 130,000 Members, Tate Members is one of the largest arts membership schemes in the country. Our Members provide invaluable advocacy and support for Tate, helping to fund exhibitions, new acquisitions and free access to the permanent collection.

At Tate we strive to be artistically adventurous and culturally inclusive in everything we do. We deliver this aim 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.

You can find further information about Tate on our website: www.tate.org.uk.

About the role

The purpose of this role is to assist in the delivery of Tate Members campaigns in order to achieve ambitious targets and deliver outstanding experiences for our Members.

What you will do

- Deliver and optimise email and printed communications to Members, including copywriting, formatting, proofing and scheduling
- Act as the day to day contact for relationships with external mailing houses to ensure that membership communications are produced and delivered on time and to the highest standard.



- Monitor and maintain stock levels of all membership print items: liaising with internal contacts, external printers and fulfilment houses.
- Writing design briefs and giving creative feedback.
- Collaborate on marketing campaigns across departments (including marketing, design studio, audience insights and customer service).
- Assist the Marketing and Communications Manager in monitoring fulfilment budgets for membership print items.
- Implement letters and mailings for Tate etc. magazine and the Tate Guide

What you will bring to the team

- Strong proof-reading skills and meticulous attention to detail.
- Excellent organisational and time management skills, especially the ability to prioritise a busy workload and to work flexibly under pressure.
- A proactive attitude and a willingness to learn.
- Understanding of the principles of marketing
- Writing experience, ideally for marketing purposes
- A desire to continually exceed targets.
- Ability to work collaboratively as part of a team as well as develop your own projects.
- Excellent interpersonal and communication skills: both written and verbal.
- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect.
- An interest in a career in marketing.
- An 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.

Tate's Values

It is the responsibility of everyone at Tate to think about how they will make decisions and act in line with our values, to think and behave in a way that is Open, Bold, Rigorous and Kind.

- 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.

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.

