



Job description

Job title	Advocacy & Events Manager, Patrons
Department	Development
Contract	Fixed-term, Maternity Cover
Salary	£33,106 per annum
Hours	Full-time, 36 hours per week
Location	Millbank, London
Reporting to	Head of Advocacy and Events
Responsible for	Advocacy and Events Officer, Patrons and Exhibitions

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.

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

About the role

You will be responsible for creating an exciting, inclusive and diverse patron's programme of events. Working closely with the Head of Advocacy and Events and Head of International Council and Patrons, you will manage events and trips with the intention of broadening and strengthening the relationships with Tate's patrons, with the aim to maximise income and support Tate's fundraising objectives.

About your team

The Advocacy and Events team sits within the Development department but works collaboratively across the organisation. It plans activity to build new, and grow existing, relationships with individuals and organisations who support Tate whether it be through collaborative partnership, financial support or strategic influence. Meetings, events and trips are used to ensure all our relationships are utilised to their full potential.

What you will do

Programming and Management

- Create and deliver the Patrons programme of events, identifying content that is relevant for the Platinum, Gold, Silver and Young Patrons schemes, in collaboration with relevant colleagues.
- Ensure the programme of events supports the patron team's fundraising objectives, in collaboration with relevant colleagues.
- Work closely with the Head of International Council and Patrons to ensure the Patron's programme is delivered within budget, working closely with the Head of Advocacy and Events, to ensure activity is managed in the most cost-effective way. Work closely with the other members of the Advocacy & Events Team and wider colleagues to ensure the full programme of activity is coordinated successfully and all opportunities for advocacy and cultivation events are maximised and used efficiently and effectively.
- Line-manage, train and motivate the Advocacy and Events Officer in order to encourage continual development, to support them in the delivery of their own events and to ensure they are supporting the Advocacy and Events team in an appropriate and coordinated manner.
- Build and maintain working relationships with senior colleagues in Development and across Tate, promoting the objectives of Tate Patrons and ensuring productive cross-team liaison. Build and Maintain working relationship with Tate curators, managing their involvement in the Patrons Events programme.

Event Logistics

- Manage large-scale events at and for Tate, including, but not limited to, dinners, receptions, private views, and breakfasts.
- Plan and deliver Artist Studio visits, Collection visits and reciprocal tours, as well as daytrips and national overnight trips.
- Manage the nomination process, invitations, guest lists, table plans and RSVPs for all of these events.
- Draft invitation letters and manage the copy and design of invitation cards, as required.
- Write and circulate event briefs for the development team and other senior gallery staff in advance of all events.
- Ensure the Advocacy and Events Officer, Private & Gallery, is comprehensively briefed in order for them to deliver the logistics for events at Tate Modern and Tate Britain, work collaboratively to ensure the objectives of the event are met.
- Manage each event by overseeing the checking-in of guests, dealing with any late guest changes and responding to all staff & guest queries.
- Manage post-event analysis in order to support future event planning and allow for a strategic approach to the events programme.
- Responsible for the inputting and maintenance of relevant event information into databases. Tate uses the fundraising database The Raiser's Edge amongst others.
- Draft correspondence pertaining to events from senior staff as and when required.
- Attend out-of-hours Tate events when necessary.
- Keep up to date with practice in the field.
- Any other duties commensurate with the position as required.

What you will bring to the team

- Experience in project management and/or event management
- A keen interest in or knowledge of the visual arts, in particular the areas covered by Tate Collection.
- Excellent organisational and administration skills, with ability to juggle competing priorities and deliver to deadlines.
- Experience and capability of working with high level donors or prospects or equivalent (either in an events or fundraising capacity).
- Ability to manage, delegate and coach in order to achieve results and develop team members.
- Confident in communicating with senior members of staff, donors and VIPs through written communication and in person.
- Ability to think and plan both laterally and strategically with a forward-looking and creative approach.
- Experience in creating an inclusive and respectful culture with a team and applying principles of diversity and inclusion in building and maintaining relationships with colleagues
- Experience of producing newsletters and written briefings for staff participating in events.
- Able to work calmly and with discretion, even when working under pressure.
- A team player, with the ability to work collaboratively, positively and creatively with colleagues to achieve shared goals.
- A flexible approach to work, with the ability to work outside standard hours as required.
- High degree of computer literacy, with knowledge of Windows-based applications including Word, Excel and Outlook and internet applications.
- Experience of using Customer Relationship Management (CRM) databases to record and manage supporter data and the ability to ensure best use of CRM systems within your teams.
- Understanding of the principles of equality and diversity and the ability to apply and promote these in practice at work.
- 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/ 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 5 December by midnight. Interviews will be held w/c 13 December.

