



Post: Corporate Partnerships Account Officer
Reference: TG2207
Band: 4L
Department: Corporate Development & Events, Development
Contract: Permanent
Hours: Full-time
Reporting to: Corporate Partnerships Manager
Location: Millbank, London

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 and is one of the most established and successful fundraising teams in the UK. It continues to expand to meet the growing needs of our four galleries and their respective programmes. The Development Office is responsible for all public and private fundraising at Tate, implementing strategies to raise support for all projects, including growing the collection, funding capital projects and supporting the core programme.

The Corporate Partnerships team is responsible for the acquisition and management of creative and multi-strand corporate partnerships across both Tate Modern and Tate Britain, with high financial value. The team works closely with other departments across all areas of Tate to ensure interesting, cutting edge and competitive opportunities are created and delivered for corporate clients. Support from this sector encompasses exhibition and project sponsorships, marketing-led sponsorships, strategic multi-year partnerships and support of Tate's learning programme.

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

Purpose of the Job

To work alongside the Corporate Partnership Managers and Corporate Partnership Officers, supporting in the management and benefit delivery for corporate partners, and sponsors of exhibitions, additional programmes and projects, ensuring that both the expectations of the client and the objectives of Tate are consistently met.

Main Activities/Responsibilities

Account Delivery

- Support the Corporate Partnership Managers with the account delivery across a selection of corporate partnerships at Tate.
- Plan and manage a range of corporate partner benefit events, including employee engagement activity, workshops, tours and talks.
- Liaise with the Corporate Membership and Events team on arranging corporate entertainment and hospitality benefits.
- Liaise with the Advocacy and Events Team to ensure procedures for all events nominations operate effectively and data relating to attendance at events of corporate partners is accurate.
- Co-ordinate corporate partner crediting on all aspects of print, online platforms, internal signage/wayfinding, advertising, promotions and PR, and to co-ordinate the approvals process with both the corporate partner and internal colleagues.
- Lead on acquiring image permissions for the Corporate Development department in relation to corporate partner activity.
- Work closely with the Corporate Partnerships Team Administrator on delivering corporate partner benefits such as the distribution of exhibition catalogues and tickets as well as updating nomination and mailing databases.
- Set up, attend and minute work-in-progress and project meetings to discuss corporate partners' requirements, and to work with the Corporate Partnership Managers to ensure all actions that arise are met.
- Attend out of hours events as required, supporting the wider Development Team on the event programme delivery.

Database and Financial Work

- 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 in collaboration with the Corporate Partnerships Team Administrator including regularly updating the development database (Raiser's Edge) with financial information.

Reporting and Evaluation

- Gather and collate information including photography, press cuttings, marketing collateral, statistics for attendance and online platforms from other Tate Departments.

- Produce detailed corporate partner evaluation reports and write regular corporate partner updates.

Person Specification

Essential

- Relevant experience in corporate account delivery gained in a fundraising, marketing or public relations environment.
- Excellent communication and presentation skills, both written and verbal, with the ability to negotiate confidently and diplomatically externally and internally at all levels.
- Excellent interpersonal skills with the ability to work collaboratively with a range of colleagues and build relationships at all levels.
- Demonstrable ability to think and plan ahead with a creative approach.
- Demonstrable ability to write for reports, proposals or similar with accuracy.
- Excellent time management and prioritisation skills, with the ability to manage a wide range of competing demands from internal and external stakeholders, and deliver to deadlines.
- Highly organised and motivated with a high level of attention to detail.
- Ability to work on own initiative and as a team player.
- High degree of computer literacy - knowledge of Microsoft Office, and the ability to use Word, Excel, Powerpoint, Outlook, Publisher.
- A flexible and proactive approach to work.
- Willingness to attend early morning, late evening events and work occasional weekends.
- Awareness of and commitment to the principles of diversity and inclusion.
- Interest in and commitment to the work of Tate.

Desirable

- Experience in event management.

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a fixed-term contract of 2 years.

Working Hours

This post is offered on a full-time contract working 36 hours per week – Monday to Friday.

Salary

This post is graded on Band 4L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £25,774 per annum.

A review of pay is undertaken annually at Tate through negotiation with the recognised trade unions. Any increases to individual salaries, will be subject to the terms of Tate's annual pay settlement and will be applied from 1 April.

Annual Leave and Public Holidays

Annual leave is 25 working days per annum.

In addition, we offer paid time off for the 8 paid public holidays and 1 Tate day (on 24 December when the galleries are closed) on a pro rata basis according to the duration of the contract.

Pension Benefits

An important part of the pay and reward package Tate offers employees is the option to join the Civil Service Pension arrangements. These arrangements currently offer a choice of two types of pension:

- **alpha.** This is a defined benefit occupational pension scheme that currently has a member contribution rate which ranges from 4.6%-8.05% dependent on your salary. As your employer we meet the rest of the cost of the scheme. Further information about this can be found at www.civilservicepensionscheme.org.uk
- **partnership** pension account. This is a stakeholder pension with a contribution from ourselves. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

If you have previously worked for an employer who participated in the Civil Service Pension scheme or other Public Service pension schemes different conditions may apply.

Other Discretionary 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.

Diversity and Inclusion

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](#).

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 **8 May 2019 by midnight**.

Our jobs are like our galleries, open to all

