



Post: Corporate Membership and Events Officer
Reference: TG2338
Band: 4L
Department: Corporate Membership and Events, Development
Contract: Permanent
Hours: Full-time
Reporting to: Corporate Membership & Events 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 to raise funds from the private sector for revenue and capital projects at Tate. It has expanded over the years to meet growing gallery needs and is now one of the most successful arts fundraising teams in the UK. The majority of personnel are based in London with staff in St Ives and Liverpool as well as a small office in New York.

The Corporate Membership and Events team are responsible for Tate's corporate membership scheme and all income generating events across Tate Britain and Tate Modern. This involves working closely with all clients and delivering exceptional events and account management.

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

Purpose of the Job

To work as part of the Corporate Membership and Events Team to secure the targeted number of corporate members and corporate events necessary to ensure the delivery of ambitious income targets.

Main Activities/Responsibilities

- Work with the Corporate Membership and Events team to ensure delivery of an income target of circa £3.6 million.
- Source, develop and deliver a proportion of corporate member and sponsor accounts, corporate member and sponsor event benefits and corporate hospitality events.
- Personally manage up to 10 corporate member accounts and approximately 65 corporate events.

- Successfully account manage and develop relationships with all clients across both corporate membership and events to maximise partnerships.
- Liaise with clients to deliver all events to an exceptionally high standard and to their maximum potential, providing guidance on use of budget, choice of space and choice of accredited suppliers.
- Work with the Corporate Membership Administrators to deliver the benefits of allocated corporate members across Tate Britain and Tate Modern, such as arranging private views and tours, office talks, membership cards and catalogues.
- Conduct client site visits and membership renewal meetings.
- Ensure that member benefits and events are delivered with minimal impact on the operation of Tate.
- Record, monitor and follow up member approaches and event enquires using Tate's relationship database, Raiser's Edge.
- Contribute towards ensuring that the standards and operational procedures for all member benefits and events delivered are consistently maintained and enhanced including all relevant Health & Safety legislation.
- Contribute towards enhancing operational procedures for member benefits and events alongside the existing team including event suppliers, both internal and external.
- Work closely with the event support departments including art expert guide, visitor experience, security and cleaning teams.
- Ensure that all financial and legal details pertaining to each event are logged and filed accurately and in a timely manner.
- Represent Tate at national trade exhibitions.
- Assist the Gallery & Private Events team with the delivery of their events schedule as and when required.
- Carry out any other reasonable duties in line with the level of the post, which may be required from time to time.

Person Specification

Essential

- Commercial Awareness and the ability to convert sales
- Experience of selling and running events and an awareness of operational process' and event industry suppliers
- Understanding of ethical considerations in the corporate sector
- Ability to follow defined administration and finance process'
- Ability to work in a team and independently
- Ability to champion a culture of inclusivity, positivity and collaboration
- Time management and prioritisation skills to achieve sales conversion in a fast paced, pressurised environment
- Ability to adhere to Health and Safety legislation
- Contribute to Tate's events database
- Experience in excellent customer service and client relationship development
- Ability to build relationships in the corporate sector
- Demonstrable experience in written communication skills

- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect.
- An interest in and commitment to the work of Tate

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a permanent contract.

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 rising to 27 working days per annum after three years' service. In addition, we offer paid time off for the 8 public holidays and 1 Tate day (on 24 December when the galleries are closed).

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 **22 May 2019 by midday**.

Our jobs are like our galleries, open to all.

