



Job description

Job title	EA to Director of Development
Department	Development
Contract	Fixed term (maternity cover for 12 months)
Salary	£37,567 per annum
Hours	Full-time, 36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Director of Development

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 provide Executive Assistant support to the Director of Development and diary management for the Deputy Development Director (Strategy & Operations). The post-holder will play a critical role in ensuring the smooth-running of the office of the Director and the wider Development division.

About your team

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 Liverpool as well as an independent charity in New York that raises funds in support of Tate's work.

What you will do (Main Duties and Responsibilities)

- Promote Tate through a professional and helpful approach to all contacts with the Director's office and demonstrate a knowledge and passion for the work of the galleries and Tate in particular.
- Be responsible for electronic diary management of meetings and calls, including prioritisation of those meetings and calls in line with the Director's priorities, and diary management for the Deputy Development Director (Strategy & Operations).
- Use effective tools to manage internal and external communications; managing incoming calls and emails and having autonomy to respond on behalf of the Director, as well as the judgement to escalate and/or delegate to colleagues, when appropriate.
- Draft correspondence on behalf of the Director for internal and external stakeholders.
- Support the Director's close relationship with high-level funders, sponsors, and donors, working with a high level of diplomacy and discretion.
- Pass on, prioritise, and respond to incoming email communication to the Director, giving daily updates on what needs to be answered, scheduled or noted.
- Maintain an excellent level of awareness of the Director's main contacts, stakeholders, clients, artists, donors and update their contact/relationship details in the Raiser's Edge database.
- Provide research on specific prospects and donors as directed by the Director.
- Manage the Director's internal and external commitments, ensuring appropriate papers are collated in advance and attending meetings as required.
- Service meetings as requested by the Director, including taking minutes or action points and writing up reports when necessary.
- Coordinate meetings with internal colleagues, working across electronic diaries of Director's Group members and senior colleagues.
- Deliver Development Divisional meetings both in person and virtually, including utilising online breakout rooms.
- Put arrangements in place to ensure these events run smoothly (including as necessary presentation materials and room and AV bookings).
- Act as a point of contact in the absence of the Director of Development.

- Act as direct liaison for the Development department with Tate Directors' offices; tracking all donor meetings, ensuring briefings are provided by the team, managing all correspondence, ensuring emails and letters are sent and recorded, coordinating and managing requests for international travel and being the first point of contact for any Development queries from Directors' offices.
- Provide support on key Development projects as directed by the Director of Development.
- Attend events when required to meet, greet and assist guests.
- Process all financial activity records for the Director including purchases, credit card reconciliations, expense claims and invoice payments.
- Set up and maintain office systems to ensure they operate effectively, are kept up to date and are deployed in relation to Tate's records management procedure
- Prepare PowerPoint and other presentations, supporting the Director in giving both internal and external presentations.
- Liaise with other Directors' assistants and curatorial teams to organise and coordinate development meetings, donor meetings and international travel.
- Liaise with other Director's PAs so that information regarding donor contact, and other institutional relationships is effectively coordinated and shared. Coordinate appropriate external correspondence and communications on behalf of the Director including thanking, follow ups and debriefs to colleagues.
- Produce, as needed, briefing packs/itineraries that include research about current exhibitions and other cultural activities ahead of city visits or overseas travel.
- Process invitations for speeches, conferences, gallery openings, dinners and other external engagements in an efficient way, bringing information to the Director's attention regularly, and working to advise the Director in a way that is mindful of their demanding schedule.
- Be flexible to accommodate rapidly changing priorities and pressures and delegate to members of the Development Leadership Team and other Tate colleagues.
- Build a strong collegiate network across Tate, facilitating collaborative working across Tate overall.
- Liaise with the Development Engagement & Events (E&E) team to arrange private tour visit requests from donors and key contacts.
- Liaise with the Development Operations team to ensure maintenance of Director's office equipment and resources (e.g. stationery).
- With the support of the E&E team, organise national and international travel, including booking transport and accommodation, and ensuring visas are up to date and all necessary paperwork is provided to the Director before travelling.
- Approval and record keeping of the Development Leadership Teams's annual leave, as well as management of the Director's leave.
- Liaise with Tate Americas Foundation when needed to ensure effective management of the Director's relationships and communications.
- Ensure information flow with the Operations Team, including joining team meetings and sharing relevant updates when schedule allows.

Tate Foundation support

- Be a point of contact for Tate Foundation Trustees and maintain good working relationships with their offices.
- Work closely with the Chairman of the Tate Foundation and their office to ensure they are well supported in their role.
- Work with the Deputy Development Director (Strategy & Operations) to plan and deliver quarterly Tate Foundation board meetings, including meeting administration and papers.
- Liaise with the Head of Legal, Finance Director and other senior colleagues on all Tate Foundation business to ensure timely communication and effective business support, both with regards to individual Trustees business and group activity.
- Support effective Tate Foundation governance, including keeping updated records of new Foundation Trustees, Trustee renewals and lists of honorary members.

What you will bring to the team

- Substantial secretarial experience in an organisation of equivalent complexity to Tate.
- Demonstrable experience of providing high level support to senior staff, including maintaining filing systems, filtering, and providing information, organising meetings and managing diaries.
- Employ a high level of discretion and the ability to work with minimal supervision.
- Excellent written communication skills with the ability to draft letters and reports of a complex nature for a knowledgeable and senior audience.
- Accuracy with a keen eye for detail including demonstrable proof-reading skills.
- A flexible and proactive approach to work with strong organisational skills and the ability to prioritise a varied workload and work accurately under pressure to meet deadlines.
- Excellent interpersonal, diplomatic and influencing skills and the ability to deal confidently and appropriately with individuals at the highest-level including handling confidential and sensitive information.
- Ability to inspire confidence and represent Tate to all audiences.
- The ability to establish effective and mutually supporting working relationships within the division, across and outside Tate.
- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect.
- Willingness to undertake appropriate training and development activities.
- Fast and accurate word-processing skills and the ability to effectively use Word, Excel, Outlook, PowerPoint 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 team.
- An interest and commitment to the work of Tate.

The requirements listed here are guidelines, not hard and fast rules. You don't have to satisfy every requirement and we welcome candidates who bring transferable skills. Applying gives you the opportunity to be considered.

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.
- 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 17 September 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.

