

Post: **Advocacy and Events Administrator**
Reference: **TG2100**
Band: **5L**
Department: **Development**
Contract: **Permanent**
Hours: **Full-time**
Reporting to: **Advocacy and Events Manager**
Location: **Millbank, London**

Background

Tate aims to be the most artistically adventurous and culturally inclusive global art museum. 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.

The Tate Development department 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 Advocacy and Events team sits within the Development department but its scope stretches 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. Events, trips and long-term engagement projects are used to ensure all stakeholder relationships are utilised to their full potential.

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

Purpose of the Job

To support the Advocacy and Events team in the planning and running of Tate activity with the intention of broadening and strengthening the relationships that Tate has with individuals and organisations.

Main Activities/ Responsibilities

- Administrate the seasonal, gallery-wide nomination process for exhibition opening receptions
- Administrate the seasonal nomination process for Development's input into exhibition openings and other major events.

- Draft copy for invitations and event confirmations, to be sent via email and post. Manage the design, printing and mail out of selected printed invitations and to be coordinate the Advocacy and Events team's work with the Design Studio
- Administrate the curator request process.
- Provide full administrative support for the Advocacy and Events Team for approximately 200 events per year
- Manage the events calendar
- Support the Advocacy and Events Manager (International), Advocacy & Events Manager (Patrons) and Advocacy and Events Officer (AC) with the administration of international trips and art fairs, including passes
- Manage the team's electronic and paper filing, stationary and stock
- Order taxis, couriers, flowers and thank you gifts
- Record minutes, prepare and print agendas, guest lists and notes for regular meetings
- Manage large-scale mailings of invitations, pass cards and event programmes
- Plan and deliver breakfast and other small-scale events
- Arrange out of hours visits and private tours for individuals
- Carry out research projects as and when required by other members of the team
- Provide support at Tate events and manage the guest's check-in process
- Add guest lists to the database and run regular reports and queries
- Log and respond to RSVPs and booking forms for all events
- Accurately input data and maintain event records on the databases, particularly RE and RMS, and pull post-event analysis reports and occasional data cleaning projects
- Create and update briefing notes on guests when required
- Respond and action phone, email and written enquiries from guests, as well as internal and external suppliers

Person Specification

Essential

- Proven administrative experience, preferably within a charity or an arts organisation
- Excellent organisation, planning and problem-solving skills
- Proven ability to work flexibly, and to prioritise and deliver a large number of varying projects on time
- Excellent written and verbal communication skills, and the ability to communicate diplomatically and effectively at all levels
- Accuracy and excellent attention to detail
- Ability to work on own initiative and collaboratively as part of a team
- Willingness to work flexibly, including hours outside of normal office hours
- High degree of computer literacy, with experience of using databases, word-processing, spreadsheets and email packages
- Understanding of the principles of equality and diversity and the ability to apply and promote these in practice at work
- An interest 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 5L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £21,902 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.
- Childcare Vouchers Scheme – offering savings on tax and national insurance.
- 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
- Satisfactory Disclosure Check. For further information please refer to www.gov.uk/disclosure-barring-service-check/contact-disclosure-and-barring-service>
- 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 **Wednesday, 19 September 2018 by 17.00**.

Our jobs are like our galleries, open to all.







