



Post: Corporate Partnerships Account Manager
Reference: TG2355
Band: 3L
Department: Development
Contract: Fixed-term
Hours: Full-time
Reporting to: Head of Corporate Partnerships
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 proactively and effectively account manage a share of Tate's Corporate Partnerships to ensure strategic growth, comprehensive integration throughout Tate and exceptional delivery across all partnership elements.

Main Activities/Responsibilities

- Responsible for the exceptional day to day management of a proportion of Tate's Corporate Partners.
- Accountable for the efficient and complete delivery of the Corporate Partnership in consultation with relevant internal colleagues and with guidance and support from The Head of Corporate Partnerships.
- Oversee the internal project management of the corporate partnership, including internal communications with all relevant departments.
- Successfully manage and develop relationships with all clients to ensure the corporate partners remain fully engaged with, and committed to Tate on a long term basis.
- Lead renewal negotiations for long-term partners, with support from the Head of Corporate Partnerships and the Corporate Partnerships Manager – New Business.
- Identify Corporate Partners with the capacity to be repeat funders and devise and implement a strategic approach to secure their future business.
- Support the activity of the Corporate Partnership Managers – New Business in cultivating new prospects by participating in group brainstorms and supplying independent creative thoughts for new partnership opportunities.
- Support the Corporate Partnerships Officer in administering all follow up work to successfully deliver each corporate partnership including: print and signage approval, development of employee benefits, agreement of promotions, and delivery of event benefits in conjunction with the Corporate Membership and Events team.

Person Specification

Essential

- Significant experience of account management, ideally within a marketing, PR, charity or arts environment.
- Excellent organisational and project management skills, with the ability to manage a busy workload and meet agreed deadlines.
- Proven ability to make things happen, create a vision to bring about change and influence the behaviour of others.
- High level of personal effectiveness, ability to prioritise and deliver quality work to deadlines.
- Proven ability to apply judgment and discretion to complex situations.
- Collaborative approach to team working, encouraging and supporting others' development and contribution.
- Ability to work flexibly, positively and creatively to achieve demanding targets.
- Collaborative approach to leadership, being aware of own strengths whilst acknowledging and encouraging the strengths of peers, often working through others to achieve results.
- Outstanding written communication skills and attention to detail.
- Experienced at demonstrating the impact of a partnership and communicating this effectively through both face-to-face presentation and written copy.
- Excellent interpersonal and oral communication skills.
- High degree of computer literacy – knowledge of Windows-based applications, Outlook, and Internet applications including experience of using a relationship or sales database.

- Experience of creating a working environment that encourages equality, diversity and inclusion, and the ability to create an inclusive, respectful culture within a team.
- 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 fixed term basis for 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 3L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £31,742 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 **Sunday 2 June 2019 by midnight**. Interviews will be held on **13 June 2019**.

Our jobs are like our galleries, open to all.