



Post: Advocacy and Events Manager (Exhibitions)
Reference: TG2442
Band: 3L
Department: Development
Contract: Temporary of up to 12 months
Hours: Full-time
Reporting to: Head of Advocacy and Events
Responsible for: Advocacy and Events Officer
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 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 manage events, trips and stewardship projects with the intention of broadening and strengthening the relationships that Tate has with individuals and organisations. To be responsible for the strategic planning of exhibition openings and other major events as well as working with the Head of Advocacy and Events on advocacy across Tate.

Main Activities/ Responsibilities

- Plan the exhibition opening events programme, working with colleagues in curatorial department to ensure the key stakeholders' expectations are met and the programme is delivered within budget.
- Oversee the stewardship of stakeholders with a particular focus on 'Tate's Family'.
- Liaise with the Tate Liverpool office to coordinate activity when required and ensure good communication
- Line-manage, train and motivate the Advocacy and Events Administrator in order to encourage continual development, to support them in the delivery of their own events and to ensure they are supporting the Advocacy and Events team in an appropriate and coordinated manner.
- Manage large-scale events at and for Tate, including, but not limited to, dinners, receptions, private views and breakfasts.
- Manage the nomination process, invitations, guest lists, table plans and RSVPs for all of these events.
- Manage each event by overseeing the checking-in of guests, dealing with any late guest changes and responding to all staff and guest queries.
- Work closely with the other members of the Advocacy and Events team and other colleagues at Tate to ensure the full programme of activity is coordinated successfully and all opportunities for advocacy and cultivation events are maximised and used efficiently and effectively.
- Responsible for the inputting and maintenance of relevant event information into gallery databases and Raiser's Edge and RMS in particular.
- Train and support the team in their use of RMS.
- Manage post-event analysis in order to support future event planning and allow for a strategic approach to the events programme.
- Ensure the Gallery and Private Events Manager and Officer are comprehensively briefed in order for them to deliver the logistics for events and to collaborate with them to ensure the objectives of the event are met.
- Write and circulate event briefs for the development team and other senior gallery staff in advance of all events.
- Draft invitation letters and manage the copy and design of invitation cards, as required.
- Draft correspondence pertaining to events from senior staff as and when required.
- Manage some Tate international events and trips, when required.

Person Specification

Essential

- Experience of relationship management through events.
- Excellent organisational and administration skills, with ability to juggle competing priorities and deliver to deadlines.
- Ability to manage, delegate and coach in order to achieve results and develop team members.
- Confident in communicating with senior members of staff, donors and VIPs through written communication and in person.

- Ability to think and plan both laterally and strategically with a forward-looking and creative approach.
- Experience of producing written briefings for staff participating in events.
- Ability to work calmly and with discretion, even when working under pressure.
- Experience of working with high level donors or prospects or equivalent (either in an events or fundraising capacity).
- Experience of analysing data and extracting relevant information for reports.
- Experience of creating a working environment that encourages equality, diversity and inclusion, and the ability to create an inclusive, respectful culture within a team.
- High degree of computer literacy - knowledge of Windows-based applications, Outlook, and Internet applications including experience of managing a customer relationship databases and knowledge of data protection law.
- 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 temporary contract up to 12 months to cover maternity leave.

Working Hours

This post is offered on a full-time contract working 36 hours per week – Monday to Friday. Due to the nature of your role you will be required to undertake regular out of hours working to attend morning and evening events.

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 £33,106 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.
- 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.
- A satisfactory Disclosure Check.
- 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 **Tuesday 17 September 2019 by midnight. The interviews will be held on Wednesday 25 September 2019.**

Our jobs are like our galleries, open to all

