



Job description

Job title	Directors Office Assistant
Department	Corporate Centre
Contract	Fixed term, until 23 December 2026
Salary	£17,318 per annum (FTE of £28,864)
Hours	Part time (21.6 hours per week)
Location	Millbank, London/Bankside, London
Reporting to	Chief of Staff

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

You will assist and facilitate the smooth running and performance of the Directors Office by providing comprehensive operational and administrative support in a proactive and timely manner.

This role requires high level attention to detail, excellent organisational skills, and a can-do attitude.

About your team

Part of the Corporate Centre, the Directors Office is a close-knit team comprising the Director and the Managing Director/Deputy Director and their Executive Assistants, along with the Head of Governance & Strategy and the Chief of Staff and their supporting colleagues. Together they ensure the smooth running of Tate's corporate planning and processes.

In this team you will be encouraged to enjoy the experience of working at Tate, contribute your ideas and realise your potential. We actively encourage applications from underrepresented groups to apply, in particular those from ethnic minorities and disabled candidates.

What you will gain

Motivated and skilled people are key to our continued success, and we want everyone at Tate to have the opportunity to develop and thrive. In this team, you will be encouraged to contribute your ideas about the smooth management of the Directors Office, build your networks and develop your skills and knowledge.

What you will do

Team support

- Support the EAs by undertaking travel bookings including hotels, trains, taxis, flights, and visas for the Director, Managing Director/Deputy Director and Chief of Staff.
- Maintain the Director and Managing Director/Deputy Director's central travel logs
- Log and send responses to postal and electronic invitations received by the Director
- Support the EAs in the production of meeting papers, packs and itineraries, and preparation for meetings as needed
- Support the Chief of Staff as required, including with meeting planning, delivery and minutes
- Maintain the Directors Office contacts on the relationship management system
- Open and process all postal correspondence received in the office
- Undertake research when required
- Oversee guest hospitality and meeting room preparation
- Provide cover for other colleagues on occasion as requested
- Be responsible for general office administration, including coordinating office and kitchen supplies, catalogues, equipment and maintenance to ensure the team is well supported day to day
- Support IT and AV requirements, including logging requests for equipment, troubleshooting and helping to ensure systems operate effectively; this includes

supporting projects to improve ways of working, such as the transition from server-based storage to SharePoint and the adoption of new tools

- Maintain and enhance office systems to ensure they operate effectively and are kept up to date e.g., office filing, and the processing of gallery records submissions

Financial administration

- Collate and process financial activity for the Directors Office, including:
 - All elements of income and expenditure processing using the Unit4 finance system, including raising purchase orders, processing invoices and reconciling expenses and procurement card expenditure for the Director and Managing Director/Deputy Director and Chief of Staff, and as needed for other senior colleagues.

What you will bring to the team

- Experience of working in a busy office in an administration role
- Strong organisational skills with a proven ability to plan and prioritise a varied workload and work positively under pressure to meet deadlines, operating under your own initiative, and collaboratively with a team.
- Ability to set up and maintain efficient and effective administrative systems and procedures
- Strong interpersonal skills, able to work effectively, confidently and diplomatically with a range of people at all levels both internally and externally
- Understand and exercise high levels of confidentiality when dealing with every task carried out in the Directors Office.
- Accuracy, rigour and excellent attention to detail.
- Ability to process financial data and an aptitude for recording transactions within departmental budgets, managing invoice payments and expenses.
- Competent working across a variety of IT systems and AV set-ups.
- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect.

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a fixed term basis until 23 December 2026.

Working Hours

This post is offered on a part time contract working 3 days per week - predominantly Tuesday, Wednesday, Thursday, with some flexibility.

Salary

This post is graded on Band 5 of the Tate pay scales. An appointment to this post will be made at the minimum of the band at £17,318 per annum (pro-rated of £28,864 per annum).

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). Annual leave is calculated pro rata.

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](#).

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
- 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 three 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 email us at jobs@tate.org.uk. Once you have submitted your application you can keep track of its progress by logging into your account.

Closing date: Thursday 11 June 2026 with interviews planned to take place on Friday 19 June.

