



Job description

Job title	Audiences Administrator
Department	Audiences
Contract	Fixed-Term until 31 May 2027
Salary	£15,518.40 (pro-rata to the full-time equivalent of £25,864 per annum)
Hours	Part-time, 21.6 hours per week
Location	Tate Liverpool, Royal Albert Dock
Reporting to	Marketing and Communications Lead

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

The purpose of this role is to provide administrative support to Tate Liverpool's Audiences team. What is the Audiences team? We are the people who look after Visitor Experience, Marketing and Press at Tate Liverpool. We need someone who can independently undertake administrative tasks to ensure our team operates smoothly. We're looking for someone who is very organised, positive and proactive; someone who is a confident communicator, happy to liaise with Tate staff across multiple divisions as well as external suppliers.

About your team

Tate Liverpool's Audience team is responsible for reaching, developing and welcoming broad audiences to our gallery in Liverpool. We are currently based at RIBA North on Mann Island but we are preparing to move back into our home on Liverpool's much-loved Royal Albert Dock in 2027 following an incredible 40-million-pound capital redevelopment campaign.

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. This is a unique opportunity to learn more about 3 distinct areas of our organisation that are visitor focussed, Visitor Experience, Marketing and Press. This is an excellent time to join our team. You'll get to be a part of the incredibly exciting reopening of Tate Liverpool - the most visited gallery of modern and contemporary art outside of London in the UK.

What you will do (Main Duties and Responsibilities)

As Team Administrator, you will play a key role in keeping the Visitor Experience, Marketing and Press teams organised, connected and operating efficiently. You will:

- Provide day-to-day administrative support across the Visitor Experience, Marketing and Press team. This could include but is not limited to arranging team travel, purchasing office supplies or team uniform.
- Support team finances by raising purchases orders, processing invoices, reconciling the team credit card and assisting colleagues with specific payment processes including PAYE related payments.
- Schedule meetings, coordinate diaries, prepare agendas, book meeting rooms and attend those that require minutes and distribute them accordingly.
- Assist with reporting. This could be collating and sharing visitor figures each week to help us understand how many visitors we are attracting or it could be contributing to an end of campaign report to help us improve future campaigns.
- Prepare staff rota templates and support managers with their distribution and administration.
- Maintain a well-organised digital filing system, ensuring documents are accessible and up to date within SharePoint.
- Liaise with external contractors.

- Monitor visitor feedback and online review platforms, sharing insights with colleagues to support continuous improvements to the visitor experience.
- Support the organisation and delivery of events – e.g. press views or talks.
- Undertake small research projects to support promotional activity. This could include investigating image permissions.

What you will bring to the team

- Solid organisational skills with the ability to prioritise a varied workload.
- Brilliant interpersonal skills with the ability to build relationships and communicate effectively with a wide range of people at all levels of the organisation and within a wide variety of departments.
- Good attention to detail, along with excellent written and oral communications skills, including drafting emails, minutes and reports.
- Proficiency with a range of programmes and systems including all Microsoft Office packages (Word, Excel, Outlook, PowerPoint, Teams) in addition to Sharepoint, online purchase order and HR systems and internet applications.
- Proactive, positive and flexible approach.
- You will have an interest and a commitment to the work of Tate.
- A strong belief in the principles of diversity and inclusion.

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.

Employee Benefits

- Birthdays off each year
- 25 days leave per year, rising to 27 (pro rata for part time colleagues).
- 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
- 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:

<https://jobsearch.tate.org.uk/> 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 4987. 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 Thursday 6th August by midnight. Interviews will be held on Thursday 3rd September

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.

