



## **Job description**

<b>Job title</b>	Corporate Partnerships Account Officer
<b>Department</b>	Development
<b>Contract</b>	Fixed Term (Until 30 March 2028)
<b>Salary</b>	£32,027 per annum
<b>Hours</b>	Full-time, 36 hours per week
<b>Location</b>	Tate Britain, Millbank, London
<b>Reporting to</b>	Corporate Partnerships Account Manager

## **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](http://www.tate.org.uk).

## **About the role**

In this role, you will work as part of a dynamic Account Team on a portfolio of Tate's diverse and sector-leading Corporate Partnerships. You will support the full delivery of partnership activity - from day-to-day coordination to planning and delivering bespoke events and activations that reflect the shared values of Tate and our Corporate Partners. The role also includes leading on partnership evaluation and reporting, as well as working closely with Account Managers to steward and strengthen partner relationships.

## About your team

We deliver multi-faceted and innovative partnerships in support of Tate's vital work. From supporting our exhibitions and collection, to research and learning programmes, to globally-reaching digital activations, we collaborate with colleagues across the organisation to deliver exciting projects. This is an opportunity to fundraise for Tate's mission to make art accessible for all. Our corporate partnerships help drive Tate into the future, supporting inspiring programme and ground-breaking projects in world-renowned galleries, and alongside a passionate team. We strive for inclusive working practices and spaces that reflect the communities in which we're located, ensuring opportunities are accessible and all voices are heard to contribute to our future. In this team you will be encouraged to contribute your ideas, realise your potential, and enjoy the experience of working at Tate. We actively encourage applications from underrepresented groups to apply, in particular those from ethnic minorities and disabled candidates.

## What you will gain

This is an opportunity to fundraise for Tate's mission to make art accessible for all through supporting the management and growth of your portfolio of corporate partners. You will help drive Tate into the future, working with inspiring content and ground-breaking projects, in amazing spaces and alongside a passionate and ambitious team. As a member of the Corporate Partnerships Team, you will be encouraged to contribute your ideas and learn new skills while working on a diverse portfolio of sector-leading corporate partnerships.

## What you will do (Main Duties and Responsibilities)

### Account Delivery

- Support Account Managers in delivering partnership benefits and activations across Tate's four sites and digital platforms.
- Coordinate partner crediting across all printed and digital materials, ensuring timely approvals with internal and external stakeholders.
- Represent Tate in meetings with Corporate Partners; organise and lead project meetings, ensuring timely delivery of agreed actions.
- Liaise with internal teams to deliver partnership benefits and manage event invitations.
- Assist with image permissions, proposal development, and presentation materials for Corporate Partners.
- Attend occasional out-of-hours events and support the wider Development team with programme delivery.

### Account Operations

- Maintain accurate records in Raiser's Edge, including contact updates, benefit usage, meeting notes, and financial data.
- Monitor benefit trackers, critical paths, and ensure timely processing of invoices and partner payments.
- Assist with the preparation and distribution of event briefings, memos, and post-event communications.

## Reporting & Evaluation

- Gather data to produce detailed evaluation reports and regular updates, showcasing the value and impact of each partnership.

## What you will bring to the team

There is no singular route into our team, nor is there a singular type of person we are looking to join us. We are a team of passionate, committed individuals looking for a team-member who can bring confident skills and insights to our ways of working. We'd like you to bring the following attributes to the role:

- Excellent communication and presentation skills, both written and verbal.
- Excellent interpersonal skills with the ability to work collaboratively with a range of colleagues and build relationships at all levels.
- Excellent sales and negotiation skills, with an ability to influence confidently and diplomatically externally and internally at all levels.
- Demonstrable ability to analyse and research information.
- Demonstrable ability to explain complex information clearly and simply.
- Excellent time management and prioritisation skills, with an ability to manage competing tasks to deliver work to deadline.
- Highly organised and motivated with good attention to detail.
- Ability to work both on own initiative and as a team player.
- High degree of computer literacy including knowledge of Microsoft Office, particularly with Word, Excel, Powerpoint, Outlook, as well as use of Teams/Zoom and CRM software.
- A flexible and proactive approach to work.
- Awareness of and commitment to the principles of diversity and inclusion.
- Interest in and commitment to the vision and values of Tate, as well as enthusiasm for arts and culture.

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.

## 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: [www.tate.org.uk/about/workingattate/](http://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 12 August 2025 by midnight. Interviews will be held in 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.

