



Job description

Job title	Engagement & Events Administrator
Department	Development
Contract	Permanent
Salary	£28,864 per annum
Hours	Full-time, 36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Senior Engagement & Events 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.

About the role

Join Tate's busy Engagement & Events Team and play a key role in delivering more than 300 events each year. You will provide essential administrative and organisational support across a diverse programme of events, helping everything run smoothly behind the scenes. From managing large guest lists and complex data sets to working across databases, finance and event planning, you will bring a sharp eye for detail, excellent organisation and a proactive approach. This is an exciting opportunity to gain hands-on experience in events, engagement and fundraising while working at the heart of one of the UK's leading arts organisations.

About your team

The Engagement & Events Team works collaboratively across Tate to create and deliver an inspiring programme of events that supports our fundraising and advocacy goals. From opening receptions for Tate's major exhibitions and patrons' tours and trips, to intimate private views for supporters and artists, every event is an opportunity to build new relationships and strengthen existing ones.

We are a passionate, supportive and creative team who thrive in a fast-paced environment. We are great at multitasking, work closely together and support each other to succeed. You will be part of a welcoming team where there are plenty of opportunities to learn, develop and contribute your ideas.

The team sits within the Development Division, one of the most successful arts fundraising teams in the UK. We bring together supporters from across the globe – including individuals, corporates, trusts, foundations and the public sector – to help make Tate's ambitious projects and activities possible. As relationship managers and storytellers, we build meaningful connections between people and Tate. Our events programme is a vital part of this work, helping us to engage and steward supporters while raising funds for Tate's mission to make art accessible to all.

What you will gain

Motivated, collaborative and skilled people are key to our continued success. You will join an ambitious team, gaining valuable experience across events, engagement and fundraising. You will develop your skills in administration, guest management, data, finance and planning, while working with inspiring content and projects in amazing spaces. You will be encouraged to contribute your ideas and realise your potential in a supportive environment.

What you will do (Main Duties and Responsibilities)

- Provide comprehensive administrative support across the Engagement & Events Team's programme to ensure events are well coordinated and delivered efficiently. This includes updating events calendars, managing guestlists and RSVPs, logging art fair passes, responding to guest queries and updating databases, booking team travel and accommodation and ordering gifts,
- Coordinate out-of-hours private visits and tours for individuals and small groups, working closely with the other Engagement & Events Administrator and Senior Engagement & Events Manager, as well as teams across the organisation such as Security, Visitor Experience and Tate Guides, to ensure visits are well planned and delivered to a high standard.
- Lead on the administration of the gallery-wide events nominations process, including training for other teams, creating accurate guestlists that reflect event objectives.

- Responsible for updating Tate's databases and ensuring events data is logged correctly and GDPR compliant, to ensure records are maintained and to support effective event management and reporting.
- Responsible for the financial administration of events, including raising and tracking invoices and payments, inputting anticipated expenditure and working closely with the Operations and Accounts Teams to ensure all expenditure and events income is monitored and accounted for in a timely manner.
- Plan and deliver breakfasts and other small-scale events, providing well-organised and engaging experiences that meet the objectives of each event, working closely with the Senior Engagement & Events Manager.
- Support regularly at events, checking-in and directing guests, to ensure events run smoothly and guests receive a warm welcome.
- Support on research for events and international trips when required, to support future event planning.
- Prepare agendas, take minutes and organise meetings and send regular internal communications to effectively coordinate the team's activity.
- Manage the team's electronic and paper filing, stationery and stock and manage large-scale mailings of invitations and pass cards when required.
- Carry out any other reasonable duties in line with the post which may be required from time to time.

What you will bring to the team

- Experience of maintaining accurate records and managing information using databases, with an understanding of how to use systems effectively to support your team.
- High level of accuracy and attention to detail, with a commitment to producing thorough and reliable work.
- Strong administration, project coordination and problem-solving skills, with the ability to keep track of multiple tasks and support projects through to completion.
- Ability to coordinate financial data and exceptional accuracy in recording and processing payments and expenses.
- Strong time management skills, with the ability to manage competing priorities, meet deadlines and adapt to changing needs.
- Excellent written and verbal communication skills, with the ability to communicate diplomatically and effectively.
- A collaborative and positive approach to teamwork, with the ability to work creatively and constructively with colleagues across different teams and levels of the organisation.
- Willingness to work flexibly, including hours outside of normal office hours attending events.
- Computer literate, with fast and accurate word-processing skills and the ability to use Microsoft packages (Word, Excel, Outlook, PowerPoint, MS Teams), Zoom and customer relationship management (CRM) databases.
- Champion principles of diversity and inclusion, and the ability to apply and promote these in everything you do at work.
- An interest in and commitment to the work of Tate.

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:

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 20 September 2026 by midnight. Interviews will be held on Thursday 1 October 2026.

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.

