

## JOB DESCRIPTION

Job Title:	Events Team Administrator
Department:	Tate Eats
Reporting to:	Head of Business Development & Corporate Membership
Working with:	Tate Events Team
Salary:	£33,500 per annum (pro rata)
Hours:	24 hours per week, schedule to be agreed

**The Company:** *Tate Eats is unique in the cultural world, a hospitality business whose purpose supports the vision and reach of Tate in all four of its galleries. All our profits are returned to Tate championing the right to the richness of art for everyone.*

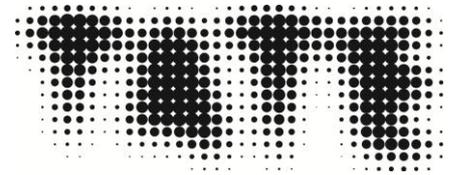
*Our business is multi-faceted, we run restaurants, cafés and bars while delivering a vast range of events from film premieres to boardroom lunches. We are though much more than that, we have a pioneering roastery setting the agenda on gender equality in the coffee supply chain. We brew beer, we blend gin, we create teas, we have a multi award-winning wine programme, we visit farms, we research and write menus in response to Tate's diverse programme, and we collaborate with artists and curators.*

**The Department:** *Tate Events has four business strands, venue hire, catering, corporate membership and tours and experiences. The team delivers an exceptional and diverse programme of private and corporate events across all Tate sites. Tate Modern and Tate Britain. From high-profile brand activations and industry dinners to intimate private views and receptions. The Tours and Experiences team runs an extensive tours programme across Tate Modern and Tate Britain, - expanding to St Ives from March 2026. Corporate Membership packages are currently available at both London sites, - expanding to St Ives from April; 2026 and Liverpool in late 2026 ready for re-opening.*



### The Disability Confident Scheme

Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Scheme Symbol.



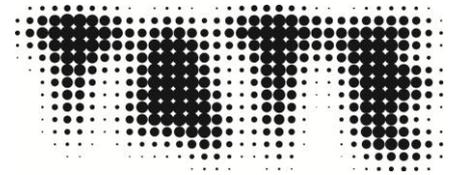
**About the role:** *This role provides essential administrative support to ensure the smooth and effective operation of the Tate Events team, helping to support income-generating activity that directly contributes to Tate's wider mission to promote public knowledge, understanding and enjoyment of art.*

**Main Duties and responsibilities:**

- Provide administrative and research support to the Events team and contribute to departmental projects as required.
- Manage projects for the Events department as and when required.
- Provide additional administrative support to the Department Director when needed.
- Minute meetings and support with compiling meeting agendas as required.
- Act as a 'Team Champion' for the departments event booking system, Artifax.
- Support the sales team with enquires and correspondence if required.
- Maintain and manage Corporate Membership digital filing systems, accurately tracking member details and benefit usage.
- Produce and manage Corporate Membership documentation, including agreements and due diligence requirements.
- Coordinate Corporate Membership benefits, including the ordering and distribution of exhibition catalogues and managing crediting and donor boards.
- Organise Corporate Supporter Private Views, liaising with gallery teams to confirm dates, designing and issuing invitations and monitoring attendance.
- Support the onboarding of new Corporate Members, ensuring a smooth and welcoming experience.
- Work closely with the Head of Business Development and Corporate Membership to deliver and monitor Corporate Member benefits.
- Collate and maintain data to support Corporate Membership evaluation and reporting.
- Communicate updates on new, renewed and lapsed Corporate Members to relevant gallery teams, ensuring Corporate Supporter Card usage is monitored and reported.

The New EU regulations on Food Allergens means that Tate Eats has a legal responsibility to provide the correct allergen information within the ingredients that is in the food we make for Tate customers. You are required by law to be aware of all the daily allergen information, given to your Manager by the Senior Head Chef and Supervising Chef and communicate this to customers, upon request.

Tate is proud of its commitment to diversity and inclusion which is set out in our Tate for All strategy. This strategy aims to improve diversity and inclusion at Tate through a process of organisational change and to make diversity and inclusion part of everything we do. Tate therefore expects all of its employees to actively contribute to promote diversity and inclusion as part of their role.



## Experience, skills and competencies:

- Proven experience of providing effective administrative support within a fast-paced, dynamic environment.
- Excellent organisational and project management skills, with the ability to manage competing priorities and consistently meet deadlines.
- Flawless attention to detail, with a high level of accuracy in all areas of work.
- Strong time management skills, with the ability to multi-task, prioritise a complex workload, and maintain focus under pressure.
- Self-motivated and proactive, with the ability to take ownership of tasks and see them through to completion.
- Ability to think strategically and confidently challenge the status quo, contributing ideas to improve systems and processes.
- Demonstrated ability to adopt new ways of working and develop practical solutions to enhance procedures and efficiency.
- Excellent communication skills, with the ability to communicate clearly, positively, and professionally with colleagues and a diverse customer base.
- Strong interpersonal skills, with the ability to work flexibly and effectively across teams and organisational levels, building positive working relationships.
- A positive, proactive team player who consistently demonstrates a professional attitude and presentation.
- Computer literate, with proficiency in Microsoft Word, Excel, and Outlook.
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect.
- A genuine interest in the aims, services, and products of Tate Eats, with enthusiasm for contributing to the wider success of Tate.