



Job description

Job title	Engagement and Events Manager (International)
Department	Development
Contract	Permanent
Salary	£40,907 per annum
Hours	Full-time, 36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Head of Engagement and Events
Responsible for	Engagement and Events Officer (International)

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 be responsible for an exciting and diverse programme of international events and trips that support the strategic objectives of the Development department. You will project manage a range of activities and events with the intention of broadening and strengthening relationships with Tate's International Council and Acquisitions Committees. You will plan, manage and deliver the Tate International Trip, an annual high-level travel programme for supporters, led by Tate directors and curators.

About your team

The Engagement and Events team sits within the Development Department but works collaboratively across the organisation to deliver a programme of events to support Tate's fundraising and advocacy objectives. The team manages a busy and inspiring programme of events, with the aim to build new and grow existing relationships with individuals and organisations through events, trips and long-term stewardship.

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, realise your potential, and learn new skills and knowledge.

What you will do (Main Duties and Responsibilities)

- Oversee Development's international events programme for Tate's International Council and London-based Acquisitions Committees, ensuring all activity supports the strategic objectives of the Development department.
- Plan and manage the annual Tate International Trip and other international programmes, to further Tate's relationships with supporters, partners, key contacts and advocates.
- Project manage activities for Tate's International Council and Tate's London-based Acquisitions Committees, including a range of events, meetings and trips to ensure an engaging programme that reflects Tate's mission and values.
- Line-manage, train and motivate the Engagement and Events Officer (International) and encourage their continual professional development.
- Manage each event and trip from initial research, collating guest lists, managing budgets, creating invitations, administering RSVPs, drafting seating plans, creating briefings for senior staff and overseeing guests.
- Monitor event and trip budgets, ensuring payments are processed on time and events are sustainable and delivered within budget.
- Work closely with fellow members of the Engagement and Events Team to ensure the full programme of Development activity is coordinated successfully, and all opportunities for advocacy and cultivation events are maximised and used effectively.
- Collaborate with colleagues across Development and Tate Americas Foundation, with regular communication and flow of information to ensure international activities are coordinated.
- Ensure Tate is represented by senior staff at major art world events internationally.
- Commission and manage relationships with external travel agencies to deliver trips, following Tate's sustainability and health and safety policies.

- Ensure the Engagement and Events Manager, Logistics, is comprehensively briefed to enable them to deliver the logistics for on-site events at Tate Modern and Tate Britain, working collaboratively to ensure the objectives of the event are met.
- Draft communications including invitations, event briefings, speeches and correspondence from directors and senior staff.
- Responsible for inputting events records on Tate's databases, maintaining transparency and allowing for information sharing and analysis.
- Manage post-event analysis in order to support future event and trip planning and allow for a strategic approach to the international programme.

What you will bring to the team

- Demonstrable experience in project and/or events management, with experience managing multi-day programmes/tours/trips.
- Excellent organisational and administration skills, with ability to juggle competing priorities and deliver to deadlines.
- Proven experience working with high-level donors or equivalent to achieve event objectives.
- Ability to manage, delegate and coach in order to achieve results and develop direct reports.
- Excellent interpersonal, verbal and written communication skills, with ability to liaise confidently with internal and external senior stakeholders.
- Positive team player who works flexibly and creatively with colleagues to achieve shared goals.
- Ability to work calmly and with discretion, whilst working under pressure.
- Understanding of creating an inclusive and respectful culture within a team and applying the principles of diversity and inclusion in building and maintaining relationships with colleagues, advocates, and donors.
- Excellent computer literacy including knowledge of Windows-based applications such as Word, Excel, PowerPoint; internet applications such as Zoom and experience of customer relationship management databases.
- A flexible approach to work with the ability to work outside standard hours as required, managing international programmes from London, as well as occasional travel and managing international trips on the ground.
- An interest in and commitment to the work of Tate, contemporary art and the international art world calendar.

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 15 March 2026 by midnight.

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.

