



Job description

Job title	Engagement and Events Manager (Gala)
Department	Development
Contract	Fixed Term until end of June 2027
Salary	£39,790 per annum
Hours	0.6 FTE to 31 December 2026, 0.8 FTE from January to March and 1 FTE from April to June.
Location	Tate Britain, Millbank, London
Reporting to	Head of Engagement and Events

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

Building on the success of Tate Modern's 25th Anniversary Gala, you will be responsible for the project management of Tate's next Gala in June 2027. In consultation with the Head of Engagement and Events, you will work collaboratively across the Development department and across Tate to plan and deliver the event in line with the agreed vision and aims. You will be responsible for keeping the project on track, managing guest communications, chairing an internal working group and supporting communications with the Gala Co-Chairs and Committee. You will work closely with an external event agency and colleagues in Tate Eats to deliver the smooth running of the event. As part of the wider Engagement and Events teams, you will support across other projects as required.

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 delivers 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.

We strive for inclusive working practices and spaces that reflect the communities in which we are 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, in particular those from ethnic minorities and disabled candidates.

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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)

Strategy

- Work closely with the Head of Engagement and Events to support the planning and implementation of the next Tate Gala in 2027
- Work collaboratively with relevant colleagues to ensure the Gala meets ambitious fundraising and profile-enhancing objectives.

Event Management

- Develop a clear project plan and ensure processes are followed, championing project management tools to ensure best practice is adopted across the team
- Managing all elements of the event from collating guestlists using the relevant databases (Tate Guest/RE), creating invitations, communications, seating plans, briefings, speaking notes and overseeing guests on the evening
- Prepare event briefings for the development team and other senior gallery staff in advance of the event
- Work closely with the Head of Events in Tate Eats and an external production agency to enable them to produce the event and deliver the logistical aspects, working collaboratively to ensure the objectives of the event are met
- Manage post-event analysis to support future event planning
- Draft correspondence pertaining to events from senior staff as and when required
- Work with senior volunteers and advocates such as through the Gala Committee to gain further insights and leverage networks in support of the Gala and Tate

Internal Relationships and Collaboration

- Project-manage internal communications relating to the Gala in consultation with the Head of Engagement and Events including preparing papers for the Gala Steering Group.
- Draft communications from Directors and Senior Management to supporters and wider advocates
- Build effective working relationships with senior colleagues across Tate to promote the objectives of the Gala and ensure productive cross-departmental liaison
- Build strong relationships with senior leaders in Development, as well as curatorial and administrative staff to gather and share information, and ensure effectively delivery of crediting and corporate partner benefits
- As part of the Engagement and Events Team, support on other events as required including supporting on a major fundraising dinner in October 2026 as part of Tate's Frieze Week programme.

What you will bring to the team

- Demonstrable experience in project management and/or large-scale fundraising event management ideally in the arts sector, with the ability to proactively work on a wide range of competing demands and deliver to deadlines
- Experience of using project management tools to plan, co-ordinate and deliver outputs in a busy working environment
- An ability to think strategically, balancing priorities across the organisation, translating this into a practical programme of activity
- Excellent negotiation and influencing skills, with the ability to liaise confidently and diplomatically both external and internal stakeholders

- Ability to remain calm, focused and organised when under pressure, and to foster this within the wider team
- A positive team player who works flexibly and creatively with colleagues to achieve shared goals
- Excellent interpersonal, written and verbal communications skill, with proven ability to work with and represent senior colleagues and champion shared aspiration in all circumstances
- Numerate, with the ability to effectively manage budgets and a familiarity with financial tracking
- Experience of creating an inclusive and respectful culture within a team and applying principles of diversity and inclusion in building and maintaining relationships with donors
- Excellent computer literacy – including knowledge of Windows-based applications, Word, Excel, Outlook, and Internet applications
- Experience of using Customer Relationship Management (CRM) databases to record and manage supporter data and the ability to ensure best use of CRM systems within your teams
- A flexible approach to work with the ability to work outside standard hours as required
- An interest in and commitment to the work of Tate.

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 9 August 2026 by midnight. Interviews will be held from 17 August 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.

