



Job description

Job title	Engagement & Events Administrator
Department	Development
Contract	Permanent
Salary	£28,408 per annum
Hours	36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	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

The Engagement and Events Administrator supports the team on the guestlist/ database management, finance, administration, and planning of Tate's varied and diverse event programmes. This role supports the delivery of the exhibition openings, patrons, development, and international event programmes, each designed to broaden and strengthen the relationships that Tate has with individuals and organisations.

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.

What you will do (Main Duties and Responsibilities)

DATABASES

- Lead on the administration of the seasonal, gallery-wide nomination process for exhibitions openings and other major events.
- Be responsible for monitoring and updating Tate's databases, training staff and ensuring data is being logged correctly.
- Provide full administrative support for the Engagement & Events Team for approximately 200 events per year. This includes updating the events calendar, creating, and managing guestlists, logging RSVPs and responding to guest queries, as well as checking in guests and supporting at Tate Events.
- Plan and deliver breakfast and other small-scale events, as well as arrange out of hours visits and private tours for individuals.
- Assist at regular events, ranging from small dinners to large receptions.
- Manage large-scale mailings of invitations, pass cards and event programmes.
- Prepare and send regular internal communications regarding forthcoming activities and communications.
- Record minutes, prepare and print agendas, guest lists and notes for regular meetings.
- To Support the Engagement & Events Manager (International), Engagement & Events Manager (Patrons) and Engagement & Events Officer (AC) with the administration of international trips and art fairs, including passes.
- Manage the team's electronic and paper filing, stationary and stock.
- Carry out research projects as and when required by other members of the team
- Accurately input data and maintain event records on the databases and pull post-event analysis reports and occasional data update projects. Tate uses the fundraising database Raiser's Edge amongst others.
- Carry out any other reasonable duties in line with the post which may be required from time to time.
- Provide diary management and administrative support for the Head of Engagement & Events.

FINANCE

Responsible for the financial administration of all events delivered by the Engagement and Events Team. To raise and track event invoices, payments and credit cards, and to input anticipated expenditure into the Finance Spreadsheets, working closely with the Operations

and Finance Teams to ensure all expenditure is logged and accounted for in a timely manner.

What you will bring to the team

- An ability to coordinate financial data and exceptional accuracy in recording, processing within departmental budgets, managing invoice payments and expenses.
- Experience of using Customer Relationship Management (CRM) databases to record and manage supporter data and the ability to ensure best use of systems within your team.
- Proven administrative skills with experience in project management.
- Strong organisational, planning and problem-solving skills.
- Excellent time management skills with proven ability to work flexibly, managing multiple tasks and priorities effectively.
- Excellent written and verbal communication skills, and the ability to communicate diplomatically and effectively with staff at all levels.
- High levels of accuracy and a keen eye for detail.
- A strong team player who can work collaboratively, positively and creatively with colleagues of all levels across the organisation.
- Willingness to work flexibly, including hours outside of normal office hours.
- Computer literate, with fast and accurate word-processing skills and the ability to use Microsoft package (Word, Excel, Outlook, PowerPoint, MS Teams), Zoom, databases and internet applications.
- An interest 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.

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 23 October 2025 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.

