



## Job description

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| Job title    | Executive Assistant to the Deputy Director,<br>Tate & Director of Tate Modern |
| Department   | Directors Office                                                              |
| Contract     | Permanent                                                                     |
| Salary       | £39,790 per annum                                                             |
| Hours        | Full-time, 36 hours per week                                                  |
| Location     | Tate Britain & Tate Modern                                                    |
| Reporting to | Deputy Director, Tate & Director of Tate Modern                               |

### 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](http://www.tate.org.uk).

## **About the role**

You will provide the Deputy Director, Tate & Director of Tate Modern with comprehensive executive assistant support, including administrative, secretarial, diary and inbox management, acting as the first point of contact internally and externally, and ensuring the smooth running of their office.

This post requires a high degree of personal judgement about how to support the Deputy Director, Tate & Director of Tate Modern's demanding schedule. It requires tact, diplomacy, and a strong sense of confidentiality. It requires a very high level of attention to detail, excellent written skills, and confidence in accommodating rapidly changing priorities in a busy environment.

## **About your team**

The Directors Office is a close-knit team comprising the Director, Tate and the Deputy Director, Tate & Director of Tate Modern and their executive assistants, along with the Head of Governance & Strategy and the Chief of Staff and their supporting colleagues. Together they ensure the smooth running of Tate's corporate planning and processes.

In this team you will be encouraged to enjoy the experience of working at Tate, contribute your ideas and realise your potential. We actively encourage applications from underrepresented groups to apply, in particular those from ethnic minorities and disabled candidates.

## **What you will do (Main Duties and Responsibilities)**

- Complex diary management, including coordinating internal and external multistakeholder meetings, scheduling calls, logistics planning for group meetings, workshops and gatherings, and preparing relevant briefing papers.
- Manage incoming calls, emails, and invitations. Pass on, prioritise and respond to incoming communication to the Deputy Director, Tate & Director of Tate Modern, giving daily updates on what needs to be answered, scheduled or noted.
- Offer a well-informed first point of contact for the Deputy Director, Tate & Director of Tate Modern, providing information and advice to both internal and external stakeholders ensuring matters are handled confidentially, sensitively and in a timely manner and cascading information to team members as necessary.
- Maintain a suitable electronic filing system and ensure the right level of monitoring and reporting is in place to support the Deputy Director, Tate & Director of Tate Modern.
- Organise international and national travel, including booking transport and accommodation, coordinating and maximising travel itineraries and securing visas.
- Proactive preparatory work for meetings, ensuring the necessary briefing information and detail is sourced in a timely manner from colleagues and other sources. In doing so, ensuring clarity on objectives, and that meetings are attended by appropriate colleagues.
- Prepare agendas and attend meetings to take minutes as required, maintain an action tracker, and ensure prompt follow up.
- Assist with administrative tasks related to projects, including conducting research and compiling information as required, writing copy, and drafting presentations.
- Work closely with the Deputy Director, Tate & Director of Tate Modern to develop relationships with external contacts, including Government representatives and Trustees.

- Build a strong collegiate network across Tate, facilitating collaborative working across Tate overall.
- Work closely with, and provide support and cover for, the EA to the Director, Tate when needed.
- Collaborate and coordinate with the EA to the Director of Curatorial & Chief Curator, Tate Modern to ensure smooth and cohesive support to the Deputy Director, Tate & Director of Tate Modern.
- Maintain professionalism and strict confidentiality with all materials and information.
- Occasional evening and weekend work.

### **What you will bring to the team**

- Extensive experience of managing the diary, correspondence and travel of a senior leader
- Experience of supporting a senior leader in the delivery of complex, multifaceted projects.
- Outstanding organisation and administration skills with meticulous attention to detail
- Excellent communication skills, both oral and written with an ability to work constructively with both internal and external stakeholders from different backgrounds and specialisms.
- Experience of speech writing, copyediting and writing formal correspondence.
- Experience of developing and administering a wide range of processes and systems including financial processes, complex diaries, databases and project timelines.
- Experience in managing and maintaining budgets and reconciling expenses.
- Ability to motivate and negotiate, and to proactively identify and deal with potential problems before they materialise.
- Ability to work autonomously, self-manage and take responsibility for getting things done. Flexibility and the ability to respond to changing priorities.
- An exceptional team player with the ability to both establish good working relationships and to support and cooperate.
- A positive, flexible, and pro-active approach to work, with the ability to work effectively under pressure.

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.

### **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 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:

<https://jobsearch.tate.org.uk/> 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 1 November** at midnight.

Interviews will take place on **Wednesday 11 November**.

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.

