



Post: Development Events Administrator
Reference: 8036
Band: Administrative and Technical
Department: Development Events, Development
Contract: Permanent
Hours: Full-time
Reporting to: Events Manager, Development
Location: Millbank, London

Background

The aim of Tate is to increase public awareness, understanding and appreciation of British art from the 16th century to the present day, and of international modern and contemporary art.

Tate has four galleries: Tate Britain; Tate Modern; Tate Liverpool and Tate St. Ives, which combine to form one of the world's leading art institutions, enjoying a national and international profile and reputation for excellence.

The Tate Development office was founded in 1990 to raise funds from the private sector for revenue and capital projects at Tate. It has expanded over the years to meet growing gallery needs and is now one of the most successful arts fundraising teams in the UK. The majority of personnel are based in London with staff in St Ives and Liverpool as well as a small office in New York.

Tate's vision for 2012 and beyond is predicated on a significant increase in private sector fundraising. Identified need over the next 6 years is around £250m, which represents a very significant step change for Tate and in order to achieve this ambition Tate is committed to building the strongest fundraising team in the UK.

The Patrons programme is formed by supporters that contribute £1k to £10k annually towards Tate's activities. Patrons have a tailored programme of events that allows them to become more involved with Tate.

You can find further information about Tate on our website: www.tate.org.uk

Purpose of the Job

To provide administrative support to the Patron's Events Officer and Development Events Manager in order to deliver the diverse programme of events associated with the Development department.

Main Activities/Responsibilities

- Undertake administrative tasks involved in setting up and organising Development events.
- Take responsibility for small projects within large scale events.
- Deal with telephone enquiries from internal and external suppliers and guests.
- Be responsible for managing and updating the Event booking forms and systems.
- Assist with travel and accommodation arrangements relating to events.
- Keep accurate records, in paper form or in the departmental database or other electronic system.
- Be responsible for recording event nominations for guest lists for each team within the Development department.
- Be responsible for collating responses for event guest lists; to coordinate and circulate this information to relevant members of staff.
- Preparation and typing of own correspondence, and administration as required for the Development Events Team, including data inputting, mail merge for multiple mailing and envelope stuffing.
- Draft briefing notes on specific events or guests for colleagues, as directed by the Development Events Manager or Patron's Events Officer.
- Keep an accurate record of events expenditure and to ensure invoices are processed in a timely fashion.
- Attend events organised by the Development Events team as requested by the Development Events Manager or Patron's Events Officer, including evenings and early mornings.
- Any other duties that may arise from time to time.

Person Specification

Essential

- Proven administrative experience, preferably within the voluntary sector or an arts organisation.
- Excellent organisation, planning and problem solving skills.
- Proven ability to work flexibly, and to prioritise and deliver a large number of varying projects on time.
- Excellent communication skills, both verbal and written, with an excellent eye for detail.
- Ability to work on own initiative and as part of a team.
- Willingness to work flexibly, including hours outside of normal office hours.
- High degree of computer literacy, with experience of using word-processing, spreadsheet and email packages as well as the internet.
- An interest and commitment to the work of Tate.

Desirable

- Previous experience of working in a museum or arts environment.

Pay and Benefits

Type of Contract

This appointment is offered on a permanent contract.

Working Hours

This post is offered on a full-time contract working 36 hours per week – Monday to Friday. The nature of this role will require some out of hours working to attend events.

Salary

This post is graded in the Administrative and Technical band of Tate's Pay Bands which is currently as follows:

Minimum	+1	+2	+3	+4	+5	Ceiling
£17,500	£18,000	£18,800	£19,600	£20,400	£21,200	£21,619

An appointment to this post will be made at the minimum of the band at £17,500 per annum.

A review of pay is undertaken annually at Tate through negotiation with the recognised trade unions. Any increases to individual salaries, will be subject to the terms of Tate's annual pay settlement and will be applied from 1 April.

As part of the pay negotiations for the pay award payable from 1 April 2008, we will be undertaking a review of the current pay bands and progression arrangements. In the interim we will continue to use the existing scales for setting starting salaries for new staff and adjusting salaries for existing staff. We will communicate any changes to staff as they are agreed.

Annual Leave

Annual leave is 25 working days per annum rising to 27 working days per annum after three years' service.

Pension Benefits

An important part of the pay and reward package Tate offers employees is the option to join the Civil Service Pension arrangements. These arrangements offer a choice of two types of pension:

- **nuvos.** This is a high quality, index-linked defined benefit occupational pension scheme that currently has a 3.5% member contribution rate. As your employer we meet the rest of the cost of the scheme.
- **partnership** pension account. This is a stakeholder pension with a contribution from ourselves. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

If you have previously worked for an employer who participated in the Civil Service Pension scheme different conditions may apply.

Other Discretionary Benefits

- Interest-free Season Ticket Loan.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts in the Tate Restaurants and Cafes and on items purchased in the Tate Bookshops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.

Selection

Completed application forms should be returned to:

**Human Resources Department
Tate
Millbank
London SW1P 4RG**

Fax: 0871 5941785

In view of the increasing postal costs and our constant need to make the best possible use of our resources it is our policy to write only to those people who are invited for interview. I am sure that you will appreciate the need for this. If you would like confirmation of receipt of your application please enclose a stamped addressed postcard. If you do not receive an invitation to interview within two weeks of the closing date regrettably, you should assume that you have not been successful on this occasion.

The closing date for the return of completed application forms is **Monday 26 May 2008 by 5.00 pm.**

Our jobs are like our galleries, open to all.