Whitechapel Gallery

Job description

Development Events Manager

Background

For over a century the Whitechapel Gallery has premiered world-class artists from modern masters such as Pablo Picasso, Jackson Pollock, Mark Rothko and Frida Kahlo to contemporaries such as Sophie Calle, Lucien Freud, Gilbert & George and Anna Maria Maiolino. The Gallery is a touchstone for contemporary art internationally, plays a central role in London's cultural landscape and is pivotal to the continued growth of the world's most vibrant contemporary art quarter.

Despite the challenges of Covid-19, the Gallery has adapted to find new ways of bringing high-quality artistic content to our local and global audiences. It has also continued its pioneering work with young people, schools, and community groups from our local East London neighbourhood, many of which represent those most impacted by the current circumstances.

Role

This is an exciting opportunity to work across all activity in Whitechapel Gallery's Development Team. As part of a team which raises approximately one-third of the Gallery's annual budget, the successful candidate will play an instrumental part in realising some of the most exciting international artistic projects happening today. This is an opportunity to work with, artists, colleagues and dedicated supporters to help shape the artistic landscape and write the next chapter of art history.

The Development Events Manager is responsible for end-to-end event management of all gallery events (outside the venue hire and public programmes), including Whitechapel Gallery's annual fundraising gala. They work closely with the Director of Development to devise and lead the strategy for all fundraising, cultivation and stewardship events across the Gallery.

The Development Department

The Development department consists of: Director of Development; Senior Development Manager; Senior Development Manager, Individual Giving and Major Gifts; Patrons Manager; Corporate Development Manager; Development Events Manager; Development Events Officer; Development Officer; and Assistant Curator, Special Projects.

Accountability

The Development Events Manager is accountable to the Director of Development, and line manages the Development Events Officer.

Duties and responsibilities

Annual Gala

- Overall management of the Gallery's annual gala
- Creation and management of the gala schedule and budget, ensuring all elements of the event are delivered on time and within budget
- Liaise with multiple internal departments to ensure the smooth running of the gala
- Assist the Corporate Development Manager with event sponsor stewardship
- Oversee all aspects of the gala, including: print materials; marketing and press; staffing and security; logistics and catering
- Create and implement ticketing strategy in collaboration with the Director of Development
- Propose and decide strategic elements of the event, including content, catering, etc, in collaboration with the Director of Development
- Support the Senior Individual Giving Manager with stewardship of the Gala Committee, helping plan and deliver committee meetings and follow ups
- Work closely with the Assistant Curator, Special Projects to support on elements of the Art Icon Auction as required
- Oversee all post event administration and guest follow ups

Gallery Events

- Manage a significant number of Gallery events in their entirety, from planning to completion
- Lead on devising and implementing an internal events strategy for cultivating supporters and prospects in line with the Development teams' aims and strategy for the department, and in doing so support the Development team's cultivation of prospects and stewardship of existing supporters
- Manage the delivery of all partner and project based events at the gallery or in external locations with support of the Development Events Officer, working closely with relevant colleagues across the Gallery to ensure the needs of various stakeholders are met
- Lead and deliver prospect events in order to support the Development department in cultivating prospects and securing funding
- Lead and deliver artist dinners for all exhibition openings, working with multiple internal and external stakeholders, supporting the gallery in celebrating exhibiting artists and creating opportunities for cultivating prospects and thanking supporters
- Source and negotiate with external suppliers, including catering, floristry, and AV equipment
- Work with the Operations Team to create and implement Risk Assessments when necessary

- Oversee the Development Events Officer in the delivery of Private Views and VIP previews, corporate partner events and other gallery events
- Support with the logistical management of on-site Patron events

Administration

- Ensure accurate financial processes are maintained for all events, including reconciling records, budgeting and invoicing
- Support the Director of Development with the management of budgets, preparing figures and analysis as appropriate
- Ensure accurate records of attendance are kept and regularly analysed and reported on to inform future strategy
- Collate event data to inform events strategy
- Oversee Development Events Officer's delivery of invitation and mailing processes, guest list management and RSVPs

Other

- Deliver other duties as appropriate as directed by the Director of Development
- Represent the Whitechapel Gallery at events, meetings and networking on behalf of the organisation

Person Specification

Essential

- A minimum of two years event management experience, preferably within a gallery or museum setting
- Able and willing to work out of hours
- A practical, hands-on approach and strong attention to detail
- Able to respond using own initiative and a good team player
- Excellent communication skills with strong editing and proofreading abilities
- Articulate and confident, with the ability to host internal and external meetings, event briefings and site visits
- Ability to plan and prioritise a busy workload, managing several projects at once
- Experience of working with people of all levels, from suppliers to high level donors
- A collaborative approach, able to build and maintain relationships internally and externally
- Relationship management experience, including the ability to accommodate multiple stakeholder relationships
- Ability to be calm under pressure, as well as adaptable, flexible and able to problem solve during live events
- Experience of managing logistically complex events in a complicated building
- High computer literacy including excellent Excel, Word and database skills
- Experience of staff supervision in an event management context

Desirable

- Experience of working in a Development team or not for profit organisation
- Experience using MailChimp
- Experience using Raisers Edge CRM database
- First aid trained
- Experience with A/V equipment

Conditions of Work

- Permanent position
- Hours of work: 9:30am – 5:45pm, Monday to Friday, plus morning, evening and occasional weekend work, which will be compensated by time off in lieu.
- Salary: £31,000
- Probation period: 6 months
- The period of notice is 2 months in writing on either side

In addition, the benefits you are eligible to receive, subject to availability, are:

- 25 days annual holiday (pro rata for part-time staff)
- Eligibility to participate in the group personal pension scheme with the Gallery contributing 5% of your gross annual salary.
- Discount from the Gallery bookshop

- Discount from Townsend Restaurant
- Discounts on editions (one per edition) and publications
- Training opportunities
- Annual research/travel grant of £200