



# Whitechapel Gallery

Senior Events Manager  
Recruitment Pack



Joy Gregory, *Cinderella Tours Europe (Cadiz)*,  
1998-2001. Digital C-type photographic print  
© Joy Gregory / Courtesy the artist

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# Welcome

Thank you for your interest in the role of Senior Events Manager at Whitechapel Gallery.

This is an exciting and pivotal moment to join the Gallery as we approach our 125th anniversary. Alongside a landmark year of programming, we are delivering an ambitious programme of events that will play a critical role in strengthening our relationships with supporters, generating income, and enhancing our reputation as a leading contemporary arts institution.

Events sit at the heart of our Development strategy. They are a key driver of fundraising, donor engagement and commercial income, as well as an important platform for showcasing the Gallery's work and values. We are therefore looking for an exceptional individual who can bring both strategic understanding and operational excellence to the planning and delivery of a complex and high-profile events portfolio.

As Senior Events Manager, you will take ownership of the end-to-end delivery of our events programme, ensuring that each event is executed to the highest possible standard and delivers measurable impact. You will work in close partnership with me and colleagues across the organisation to translate our strategic priorities into a compelling, commercially effective and well-executed programme of activity.

This role requires a confident and highly organised leader, someone who thrives in a fast-paced environment, can manage complexity with precision, and is committed to delivering outstanding experiences for our audiences, donors and partners. You will play a key role in shaping how the Gallery engages with its supporters and how we deliver events that reflect the ambition, creativity and values of Whitechapel Gallery.

If you are motivated by delivering high-quality events with purpose and are excited by the opportunity to contribute to a significant moment in the Gallery's history, we would be very pleased to hear from you.

We look forward to receiving your application.

Director of Development  
Whitechapel Gallery

Installation View, *Zineb Sedira: Dreams Have No Titles*, 15 February – 12 May 2024, Whitechapel Gallery, London. Photo: Damian Griffiths

# About Whitechapel Gallery

Whitechapel Gallery is a ground-breaking arts institution located in the heart of London's East-End – one of the most diverse and creative quarters in the world. Locally embedded and globally connected, the Gallery was founded in 1901 to enrich the cultural offer for the people of East London.

Our historic building, which incorporates the former Whitechapel Public Library, houses six exhibition spaces, a fully equipped auditorium, a variety of study and studio spaces as well as a specialist bookshop and café.

Over the years, the Gallery has played host to some of the world's most significant and visionary artists, showcasing art from across the globe, including China, Brazil and the Islamic world. Our diverse artist roll call includes: **Barbara Hepworth (1954) • Jackson Pollock (1958) • Lee Krasner (1965) • Helio Oiticica (1969) • David Hockney (1970) • Gilbert & George (1971) • Eva Hesse (1979) • Frida Kahlo (1982) • Sonia Boyce (1988) • Cindy Sherman (1991) • Alfredo Jaar (1992) • Kiki Smith (1995) • Tony Cragg (1997) • Nan Goldin (2002) • Sophie Calle (2010) • Zarina Bhimji (2012) • Hannah Höch (2014) • Emily Jacir (2015) • William Kentridge (2016) • Theaster Gates (2021) • Nicole Eisenman (2023) • Zineb Sedira (2024) • Peter Kennard (2024) • Donald Rodney (2025) • Hamad Butt (2025) • Joy Gregory (2025).** We are equally committed to supporting local artists and communities, many of whom come from, or reflect, the many migrants that have made Whitechapel and its surrounding areas their home.

From ground-breaking solo shows to thought-provoking group and thematic exhibitions, the Gallery's focus on bringing artists, ideas, and audiences together, remains as important today as it did over a century ago.

Installation View, *Gavin Jantjes: To Be Free! A Retrospective 1970 – 2023*, 12 June – 1 September 2024, Whitechapel Gallery, London. Photo: Damian Griffiths



# Our Vision, Mission and Values

## Our Vision

Whitechapel Gallery will occupy a distinctive and radical position in the social and cultural landscape. We will build on our pioneering history as a place for contemporary art and ideas, translating and animating it for our time.

## Our Mission

Whitechapel Gallery is a ground-breaking art institution that has existed for more than 100 years. We make contemporary art and ideas accessible to local and global audiences in the East End of London, recognising the critical role that art can play in firing up our imaginations, reflecting our lived experiences and opening up new possibilities for thinking, feeling and dreaming.

## Our Values

- **Public:** *We are a public, cultural, social, and civic space that is open and accessible to everyone. We are proud to be a pioneering East End cultural institution that is locally embedded and globally connected. We take our responsibility as a public art institution seriously, believing that we have an accountability and duty of care towards all our stakeholders. We want our building to be an inspiring, soulful and intimate destination; a haven for anyone interested and curious about contemporary culture.*
- **Permeable:** *We are a place of reciprocal exchange and connection; an open, permeable institution that spills beyond its walls and learns with and through our many communities. We offer an open-hearted, open-minded space for artists, ideas and audiences to come together.*
- **Bold:** *We are proud to work with artists and ideas that address the key issues and concerns of our times. We focus on amplifying under-represented voices, women-identifying artists and artists of colour, championing their contribution to contemporary art and society.*
- **Collaborative:** *We believe that collaboration and collective endeavour fosters creativity, expands capability and increases productivity, and we actively seek equitable partnerships that create opportunities for artists, contributors and audiences to shape what we do.*
- **Caring:** *We promote and support a culture of care, respect, trust and accountability, and are dedicated to safeguarding the long-term future and sustainability of Whitechapel Gallery, artistically, environmentally and economically.*

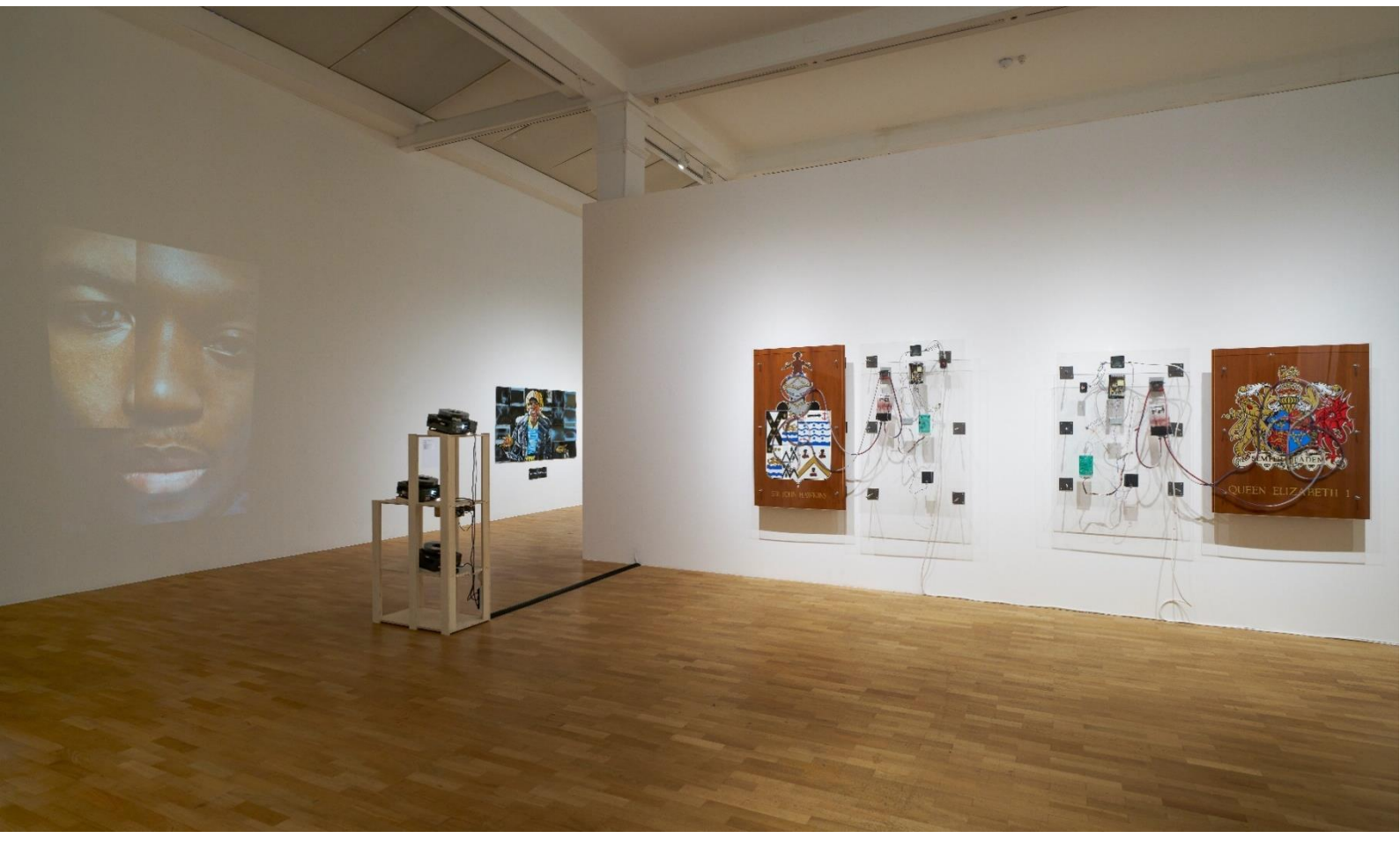
# Our Programme

Whitechapel Gallery's acclaimed multi-disciplinary programme is presented seasonally and comprises a mix of free and ticketed exhibitions, displays and public events. These build on Whitechapel Gallery's legacy as a pioneering and radical arts institution, celebrated for its leading work in arts education and renowned for supporting some of the world's most visionary artists at crucial points in their careers.

We aim to reflect, inform and shape vital artistic and cultural trends through solo and thematic exhibitions live performance, screenings, open-calls and new commissions with a focus on showcasing under-represented voices, women-identifying artists and artist of colour from the UK and across the globe. Most exhibitions are accompanied by publications that deepen understanding of the work of participating artists, while also contributing to building new critical scholarship and revising established art histories. Each season we also host a range of accompanying public talks, events, workshops, festivals, lunches and other initiatives that expand thinking around contemporary art and ideas.

Learning and outreach sit at the heart of the Gallery and emphasis close collaboration with local families, schools and communities, who we value as key stakeholders in our organisation. We offer inclusive creative opportunities for young people (especially those aged 15-24) in East London; working with local state primary, and secondary, school pupils and teachers in Tower Hamlets and Newham; and offering platforms for artists and artistic communities, especially those from marginalised backgrounds.

Installation view: *Donald Rodney: Visceral Canker*, 12  
February – 4 May 2025. Photo: Above Ground Studio



*International in its scope and reputation... of all London's galleries, it remains the one that is truly of the people [...] The Whitechapel is at the apex of London's extraordinary contemporary art scene.*

- The Financial Times

*In these polarized times, giving people a space to explore objects, perform and play, alone and with strangers, feels like a radical, exhilarating proposition.*

- ARTnews

*This is the place to promote a belief in the good of art.*

- The Independent

*Excellently unmuseumlike.*

- The Guardian

*Sculpting Conversations, 14 June – 3 September 2023, Whitechapel Gallery, London. Photo: Manuel V*



# The Role of the Senior Events Manager

## Purpose of the Role

This is a senior, business-critical operational role accountable for the leadership, performance and flawless delivery of Whitechapel Gallery's full events programme, spanning high-value fundraising, commercial and programme-led activity.

The Senior Events Manager will take full ownership of the end-to-end execution of a high-profile, high-value events portfolio, ensuring every event is delivered to an exceptional standard, on time and on budget, and achieves measurable outcomes across income generation, stakeholder engagement and organisational reputation.

This includes playing a pivotal role in the successful delivery of the Gallery's 125th anniversary programme, where precision, creativity and operational excellence will be critical to delivering events of significant profile, scale and impact.

Working in close partnership with the Director of Development, the postholder will translate strategic priorities into a commercially effective and deliverable events programme that reflects the ambition and profile of Whitechapel Gallery.

They will lead the end-to-end planning and execution of a diverse and high-profile portfolio, overseeing complex logistics, suppliers and stakeholder relationships to ensure seamless delivery. Operating within a dynamic cultural environment, the role demands a meticulous, solutions-focused approach, with accountability for delivering events to an exceptional standard, particularly in the context of the Gallery's 125th anniversary, where quality, creativity and precision are critical.



## **Key Responsibilities**

### **Programme Leadership & Delivery**

- Lead the delivery of the Gallery's annual events programme, including fundraising galas, donor cultivation events, exhibition openings, private views and commercial venue hire
- Take full accountability for end-to-end event delivery, from initial concept and planning through to execution and post-event evaluation
- Deliver the Gallery's flagship fundraising gala, ensuring all operational, production and logistical elements are executed to the highest standard
- Ensure all events are delivered in line with organisational priorities and provide a consistently high-quality experience for audiences, donors and stakeholders

### **Income Generation & Commercial Delivery**

- Lead the delivery of events that make a significant contribution to fundraising and commercial income targets
- Work closely with the Director of Development to ensure the events programme is fully aligned to income generation priorities and fundraising objectives
- Identify and drive opportunities to maximise income through event delivery, including commercial optimisation, upselling and cost efficiency
- Ensure all events are managed with a clear focus on financial

performance, value for money and return on investment

- Monitor, analyse and report on the financial performance of events, using insight to strengthen future delivery and commercial outcomes

### **Operational & Commercial Management**

- Develop and oversee robust project plans, timelines and delivery frameworks across a complex, multi-event calendar
- Take ownership of event budgets, ensuring strong financial control, accurate forecasting and effective cost management
- Drive operational excellence and consistency across all events, embedding high standards and continuous improvement
- Support the delivery of commercial venue hire activity, ensuring effective planning, client management and delivery

### **Supplier, Production & Venue Oversight**

- Lead the sourcing, negotiation and management of external suppliers and contractors, including catering, production, AV and staffing
- Oversee all production and technical delivery, ensuring seamless execution within a complex and multi-use venue
- Work closely with internal teams to ensure the effective coordination of Gallery spaces alongside the public programme

## **Stakeholder & Relationship Management**

- Build and maintain strong, effective relationships with internal stakeholders, external partners, donors, sponsors and suppliers
- Work collaboratively across Development, Exhibitions, Operations and Communications to ensure joined-up planning and delivery
- Support the Development team in delivering high-quality donor engagement and stewardship through events

## **Team Leadership**

- Provide clear and effective line management to the Events Executive
- Lead a high-performing, delivery-focused team, ensuring clarity of roles, priorities and accountability
- Support the ongoing development and capability of team members, fostering a collaborative, proactive and solutions-focused culture

## **Planning, Systems & Reporting**

- Maintain and continuously improve systems for event planning, financial tracking, guest management and reporting
- Ensure accurate, timely and insightful reporting on event performance, budgets and outcomes





## Person Specification

### Essential Experience

- Significant experience delivering complex, high-profile events programmes, ideally within arts, cultural, charity or commercial venue environments
- Proven track record of managing multiple concurrent events within demanding and fast-paced environments
- Strong experience of budget management, financial accountability and operational delivery at scale
- Demonstrable experience of supplier management, procurement and contract negotiation
- Experience of managing or supervising staff within a delivery-focused environment

### Skills & Attributes

- Highly organised with exceptional attention to detail and commitment to quality
- Confident and credible operator, with the ability to take ownership and deliver at pace
- Strong problem-solving capability, able to manage complexity and respond effectively in real time
- Excellent communication and interpersonal skills, with the ability to engage and influence a wide range of stakeholders
- Calm, resilient and effective under pressure in a live event environment
- Hands-on, pragmatic and results-focused approach to delivery

### Desirable

- Experience working within an arts, cultural or not-for-profit organisation
- Experience delivering fundraising or donor-focused events
- Experience working within a venue hire or commercial events environment
- Familiarity with CRM systems and event management tools

## Conditions of Work

**Contract:** Permanent

**Hours of work:** Full time, 36.25 hours per week

**Salary:** £45,000 per annum

**Probationary period:** 6 months

**Notice period:** 3 months. During the probation period the notice is 2 weeks in writing on either side. Due to the nature of the job, some evening and weekend work will be required, as well as occasional travel. This will be compensated by time off in lieu.

## Benefits

### Annual Leave

Staff are entitled to 25 days' paid holiday, plus statutory bank holidays. Annual leave entitlement is increased every 3 years by an additional day, capped at 5 days.

### Pension Scheme

All staff are eligible to participate in the group personal pension scheme

### Employee Assistance Programme

All staff have access to our Employee Assistance Programme, which includes a 24/7 compassionate helpline, expert advice and up to six free counselling sessions.

**Enhanced family leave** – maternity, paternity and carer's leave

### Training Opportunities and Travel Grant

We offer a range of training opportunities and learning programmes, including apprenticeships. To support your development and encourage exchange with peers, staff are eligible for a £200 annual travel grant (pro-rata).

### Discounts

Staff receive discounts from the Gallery bookshop and from the café, both subject to availability. Staff receive discounts on editions (one per edition) and publications (subject to availability). Staff are entitled to a 75% discount on Gallery 2 hire (the hire fee element only) and 50% on all other spaces, both subject to availability.

### Cycle to work Scheme

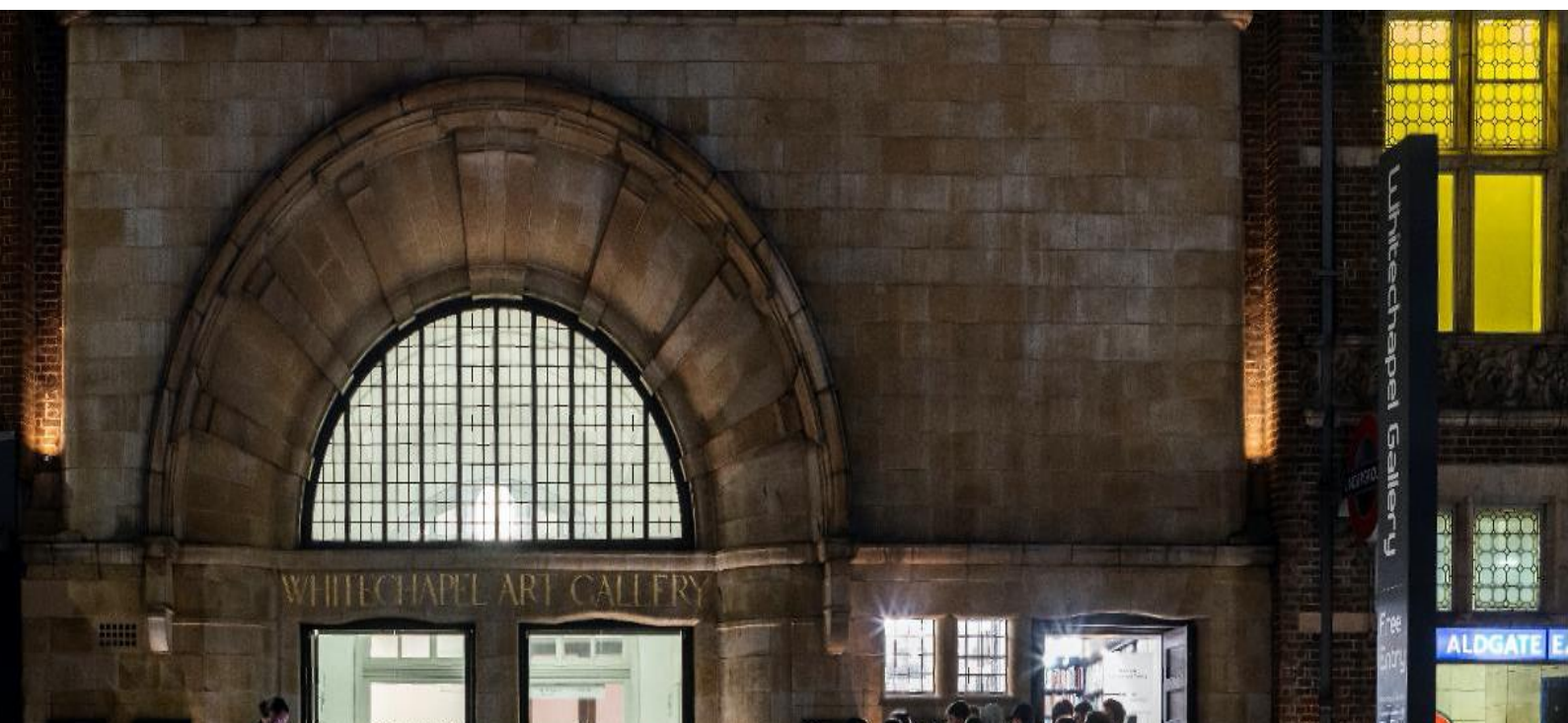
For the benefit of both you and the environment, you can loan a bike through a Cycle to Work scheme.

### Exhibitions

For each exhibition at Whitechapel Gallery, staff are invited to a guided tour by a curator. Most major museums and galleries in London, and some beyond, grant free entry to exhibitions on presentation of your staff card.

### Events

Staff can request one complimentary ticket for their own use for each public event at the Gallery, subject to availability.



# Recruitment Information

## How to apply

Please send your CV and cover letter to [recruitment@whitechapelgallery.org](mailto:recruitment@whitechapelgallery.org)

In the email's subject line, type your full name followed by the job title.

## Access for people with disabilities

Please contact us at 020 7539 3320 or via [recruitment@whitechapelgallery.org](mailto:recruitment@whitechapelgallery.org) if you cannot complete this form electronically or would like further access information. We accept video applications and audio applications. We are committed to offering an interview to disabled candidates who meet the minimum criteria for the job. By 'minimum criteria' we mean that the individual must provide us with evidence in their application form, which demonstrates that they meet the qualifications, skills or experience defined as desirable in the Person Specification.


## Equality, Diversity & Inclusion.

We want our workforce to represent all sections of the community and expect all our workers to firmly commit to working with the Gallery to create an equal, diverse and inclusive workplace. Our ambition is to reflect society and to create a diverse, inclusive and welcoming environment for all to experience art.

**Deadline for applications:** Wednesday, 27 May 2026

**Interviews:** Monday, 1 June 2026



The background of the entire page is a vibrant blue. Overlaid on this are several thick, expressive black brushstrokes. One prominent stroke in the upper left forms a double-loop shape. Another stroke on the right side is a vertical, slightly curved line. A third stroke in the lower right is a diagonal line with a rough, textured edge. A fourth stroke in the lower center is a curved line that arches upwards.

THE WORLD IN  
WHITECHAPEL

 Whitechapel Gallery