

Tate Volunteer Opportunity



Volunteer Opportunity

Tate Marketing Audience Development Volunteer Internship

Background

An unpaid volunteer internship has recently become available in the Marketing department at Tate (based at Tate Britain). Starting in the New Year, this opportunity is for a three month period, three days per week. You will work alongside leading professionals in the sector and develop your administration and marketing knowledge within a busy department.

The Marketing department promotes the collection, exhibitions and events at Tate Modern and Tate Britain, through advertising, print and distribution, media partnerships, promotions, and online channels. The department's aims are to maximise visitor attendance and to broaden the audience to the galleries. The department has produced ground-breaking and award winning campaigns and plays a key role in the success of Tate.

Purpose and skills/qualities needed

We are looking for a Tate Marketing Audience Development Voluntary Intern:

To assist the Senior Marketing Manager with the audience development programme. This will involve administration, research, data collation and dissemination.

Essential General office and administration skills; willing, keen and dedicated.

Desirable A basic understanding of marketing; a strong desire to pursue a career in arts marketing; experience of researching and data inputting.

Please note that this internship is offered as a volunteer activity and as such is understood to be outside the scope of the National Minimum Wage legislation.

Why volunteer?

Benefits of the voluntary internship include:

- Understanding of how a major museum marketing department works
- Solid experience of administration in a busy department
- Learning about various marketing tools in a practical environment
- The opportunity to make a contribution to a world-famous gallery

Application and selection process

If you would like to apply for the voluntary internship, please fill out the enclosed application form and return it to:

Livia Ratcliffe
Marketing Manager, Tate Modern

**Tate Marketing
20 John Islip Street
London SW1P 4RG**

Or email livia.ratcliffe@tate.org.uk

If you would like any assistance in filling out your application form, please contact Livia Ratcliffe on (020) 7887 8996 or email livia.ratcliffe@tate.org.uk

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 four 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 **13 November 2009 by 5pm.**

If you are shortlisted, we will contact you to invite you to meet with us on **17 November 2009**. This meeting will last approximately 20 minutes.