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Sculpture by the Sea Incorporated
ABN 84 103 984 756
Trading as 'Sculpture by the Sea'

Bondi
19 October - 5 November 2017

Cottesloe
2 October - 19 March 2018

Sculpture Sales Business Manager

Permanent Part Time with various workloads throughout the year

Sculpture by the Sea

Position Description

Sculpture by the Sea

Sculpture Sales

Over the last 10 years the sale of sculptures from the *Sculpture by the Sea* exhibitions has grown considerably to reach significant levels.

Revenue from the commission earned from sculpture sales is a very important contribution to the financial position of *Sculpture by the Sea*. Since 1997 the largest share of the exhibition's revenue has come from corporate sponsorship, followed by the commission earned from sculpture sales, then private donations and the sale of exhibition catalogues.

Actual sculpture sales figures are provided to applicants who reach the final round of interviews.

Sculpture Sales Staff

Director Sculpture Sales

Davina Corti is the Director Sculpture Sales and has worked with *Sculpture by the Sea* for almost 10 years - 7 years from 2007 to 2014 as the Sculpture Sales Manager, and from September 2016 to present as the Director Sculpture Sales ('DSS'). Her role is full time.

The responsibilities of the DSS are the identification and development of new clients and new markets in order to significantly grow sculpture sales from *Sculpture by the Sea* exhibitions; to work with existing buyers and collectors building trusted relationships to manage existing business and to facilitate future opportunities; the management of all sculpture sales from *Sculpture by the Sea* exhibitions at Bondi and Cottesloe, including *Sculpture Inside*; the curation of *Sculpture Inside*; and the management, leadership and mentoring of the sculpture sales team including volunteers and interns. The DSS is member of the *Sculpture by the Sea* management team and reports to the Founding Director, the General Manager and the Board.

Sculpture Sales Coordinator

Giorgia Mack is the Sculpture Sales Coordinator ('SSC') and has worked with *Sculpture by the Sea* in a full time capacity since February 2016.

The SSC works very closely with the DSS to assist with the curation of the indoor exhibition, *Sculpture Inside*; the day to day running of the sculpture sales office and galleries during exhibition period; to work closely with artists, clients, staff, volunteers and transport companies; to oversee installation and de-installation of *Sculpture Inside*; supervision of sculpture sales staff and volunteers who provide supporting sales and administration roles during exhibition period; overseeing and administering for the movements of all sold sculptures; issuing invoicing; reconciling payments; and following up sales enquiries.

The Role of the Sculpture Sales Business Manager ('SSBM')

The key responsibility of the SSBM is to support the role of the DSS in managing the business of all sculptures sales from the *Sculpture by the Sea* and *Sculpture Inside* exhibitions and to undertake specific projects such as overseeing leasing and commissioning programs, private sales, and winter exhibitions.

For this purpose the SSBM will require substantial previous fine and/or decorative art business administration experience needed to manage sculpture sales including:

- the ability to communicate effectively with and to and develop relationships with the exhibiting artists and the buyers and collectors
- producing contracts
- issuing invoices
- managing delivery and installation of large artworks
- database management
- the ability to manage minor disputes
- the ability to work as one of the leaders of a team of part time, short term and volunteer staff during exhibitions
- the ability to work closely with internal staff members including the General Manager - Finance & Administration, the Assistant Site Manager, the Sculpture Sales Coordinator and the Director Sculpture Sales
- knowledge of contemporary art in Australia and overseas

Skills

- A strong interest in Sculpture
- A strong interest in what *Sculpture by the Sea* brings to Sydney and Perth
- Enthusiasm for what *Sculpture by the Sea* offers the exhibiting artists and the service provided by the organisation and specifically the sales staff to the current and potential buyers and collectors
- Extremely organised
- Self-motivated
- Have an eye for detail
- Good manager of your own time and staff
- Personable
- Good sense of humour
- Exceptional communication skills
- Patience
- A serious demeanour as required for managing minor disputes with clients, sub contractors and artists (all minor disputes are to be reported immediately to the DSS)
- Good computer skills and experience working with databases (our database software is ACT; we use Microsoft Office software)
- Drivers Licence
- An interest in ensuring the smooth running of the sales office on a day to day basis, and during exhibitions.

Outside the Exhibitions

As we open one Bondi exhibition we have already begun working on the next. Busy periods for the Cottesloe exhibition generally overlap with quiet periods for the Bondi exhibition so the relatively quiet times are in June and July, and the office is closed for a two week period at Christmas.

During the Exhibitions

The SSBM would be required to work part-time over certain periods in the lead up to and wind down of our two exhibitions. It is a requirement that part-time work is not undertaken on a Monday (due to the amount of public holidays that fall on this particular day throughout the year) and where possible that working days are not consecutive.

During the exhibitions, and from the start of the exhibition installation of *Sculpture Inside*, a six-day week is worked (on site or, at times as demand allows, remotely) and the hours worked by our staff are very long. Everyone receives one day in lieu for each 6 day week worked.

The DSS and the SSBM will work together to ensure that everyone in the sales team manages their workload while being sensitive to the needs of anyone who is overdoing it.

The successful applicant should be available to travel to Perth for a continuous 10 day period each March, to coincide with the installation and opening week of the exhibition.

The ability to attend key sculpture sales events is essential.

Please see below an outline of work requirements for the SSBM:

January - A total of 2 to 4 days over the month to finalise sale proceeds from the *Sculpture by the Sea Bondi* exhibition

February - Work 3 days a week

March - The successful applicant would be required to join the sales team in Perth for a 10 day period each March, to coincide with the installation and opening week of the exhibition, and then to work exhibition hours full time (remotely from Sydney) until two weeks after de-installation of *Sculpture by the Sea Cottesloe*.

April - Work 3 days a week

May - Work 3 days a week

June - A total of 2 to 4 days over the month as required for the winter show - no travel outside Sydney required and dates to be confirmed depending on venue availability

July - No work

August - No work

September - Work 3 days a week, on the *Sculpture by the Sea Bondi* exhibitions

October - Work full time from the start of the *Sculpture Inside* Bondi installation

November - Work full time until two weeks after de-installation of *Sculpture Inside* at Bondi

December - Work two days a week until Christmas break on both *Sculpture by the Sea* Bondi wrap-up and the forthcoming Cottesloe exhibition.

Start Date

The successful applicant would be required to join the sales team 4 weeks prior to the installation of *Sculpture by the Sea Bondi* in order to understand the administrative systems in place for sculpture sales during exhibition period.

Role will commence late September 2017 or possibly sooner

Remuneration

The successful applicant will receive a salary of \$80,000 per annum, pro rata, when working full time.

Enquiries

Please contact Giorgia Mack, Sculpture Sales Coordinator, on + 61 2 8399 0233 or email: giorgia.mack@sculpturebythesea.com

To Apply

Please send a cover letter detailing your interest in the job and suitability for the role and a CV to Giorgia Mack via email giorgia.mack@sculpturebythesea.com or post to Giorgia Mack – *Sculpture Sales Coordinator*, Sculpture by the Sea, PO Box 300, Surry Hills, NSW 2010

Sculpture by the Sea Exhibition Dates

Cottesloe - 3 to 20 March 2017
Bondi - 19 October to 5 November 2017