

## POSITION DESCRIPTION

### **SCULPTURE INSIDE GALLERY SCULPTURE SALES ASSISTANT Sculpture by the Sea, Cottesloe 2018**

**Cottesloe**  
2 - 19 March 2018

**Bondi**  
18 October - 4 November 2018

#### **The Position - *Sculpture Inside Gallery Sculpture Sales Assistant***

*Sculpture by the Sea* is seeking an enthusiastic and self-motivated person who is keen to gain hands-on experience in arts administration, art sales, exhibition events and gallery management with one of Australia's most dynamic arts organisations. The successful candidate will become a key part of our small sales team, located on-site at Cottesloe for our annual exhibition.

As part of a small team and working under the supervision of the Sculpture Sales Coordinator ('SSC'), the Sculpture Sales Assistant will be representing *Sculpture by the Sea* and specifically the sales team through interaction with artists, clients and other stakeholders.

The successful candidate will be privy to the planning and execution of staging a major public art event. This position offers the candidate a high level of involvement in an exciting and fast-paced atmosphere as well as the opportunity for the candidate to increase their knowledge of sculpture and contemporary artists from local, national and international backgrounds.

#### **The Position - *Sculpture Inside Gallery Sculpture Sales Assistant***

*General duties will include:*

- Client and artist database co-ordination
- Artist and client liaison (verbal and written)
- Website updates
- General administration (i.e., answering phones, taking messages, opening emails and post, record keeping, filing, computer support)
- Exhibition mail outs of sculpture sales marketing materials
- Making and processing sculpture sales (including processing sales through EFTPOS terminals)
- General day to day maintenance of the gallery and the gallery office
- Installation and de-installation of sculptures including moving and packing artworks
- Coordination and tracking of all small sculptures to ensure client, artist or transport collection and associated stock management through database.

*Specific Sculpture Inside gallery installation duties will include:*

- Assisting the SSC and Director of Sculpture Sales ('DSS') with the set up and installation of works in the gallery space for *Sculpture Inside*.

*During and post-exhibition, including Sculpture Inside gallery de-installation, the specific duties will include:*

- Working closely with and assisting the SSC with the day to day smooth running of the gallery space and sales office, including volunteer co-ordination and supervision, sculpture sales, daily Eftpos reconciliation, liaising with artists, clients, staff and transport companies
- Co-ordination of payments/contracts, based on our standard contracts
- Organising de-installation, packing, handling, delivery and transportation of sold and unsold sculptures in *Sculpture Inside*
- Event attendance at specific functions, including compulsory *Sculpture Inside* Opening
- Follow up sales enquiries
- Ensure safe receipt of sold works
- Work with the SSC to de-install the Sculpture Inside gallery space and sales office. Assist with artwork de-installation including collection and return of sculpture to artists and buyers. Clearing of gallery space, including plinths.

*In addition, the role may include administratively include assisting the SSC and DSS with the following:*

- Private sales
- Commissions
- Leases/loans
- Delivery and return of sculpture to clients and artists

### **Essential Skills & Qualities**

We encourage applicants a solid practical skills base to apply.

- Keen interest in Contemporary Art
- Excellent written, verbal and interpersonal communication skills
- Exceptional attention to detail
- Good computer literacy (PC)
- Flexibility, maturity and ability to work in a small team
- Full and mature commitment to honouring a timetable and given tasks
- Sense of humour
- Current Australian Drivers Licence

### **Desirable Skills & Qualities**

- Relevant tertiary qualifications
- Knowledge of sculpture
- Creative writing and advanced formatting skills

### **Commitment**

The successful applicant would be required to commit to the below:

- Attend onsite Induction (Cottesloe Beach, Perth, Western Australia) on Saturday 24 February 2018;
- Commence work on Monday 26 February onsite at Cottesloe Beach for installation of the *Sculpture Inside* gallery;
- Attend the *Sculpture Inside* preview event on Thursday 1 March, 2018 that closes at 10pm.
- Work throughout the exhibition as per the roster (ideally at least 5 days per week, potentially 6, including at least one weekend day); and
- Work for the period of de-installation of *Sculpture Inside* that takes place onsite during the week commencing Monday 19 March until approximately Friday 23 March 2018 (final date not yet confirmed).

Office hours during the exhibition will vary however the *Sculpture Inside* Gallery is open from 9am-6pm on weekdays and 9am-7pm on weekends. Office hours are approximately 8.45am to 6pm, and will include weekend and some evening shifts as discussed prior. Some shifts will be staggered with the early shift commencing at 8.30am and the late shift ending at 7.30pm. During the exhibitions, our staff across the organisation work a six day week.

## **Contact**

Please send a cover letter and CV expressing your interest in this position to Imogen Castledine, Sculpture Sales Coordinator, e: [imogen.castledine@sculpturebythesea.com](mailto:imogen.castledine@sculpturebythesea.com).

## **Background**

Founded by David Handley in 1997, *Sculpture by the Sea* is an annual free to the public series of exhibitions staged along the Bondi to Tamarama coastal walk in Sydney in October/November and Cottesloe Beach in Perth in March.

*Sculpture by the Sea* is the largest free-to-the-public sculpture exhibition in the world.

*Sculpture Inside* (SI) is a free to the public indoor exhibition open daily during the *Sculpture by the Sea* (SXS) exhibition period, showing over 100 freestanding, small and wall sculptures by exhibiting artists that are on display and for sale. The *Sculpture Inside* exhibition is curated and managed by the *Sculpture by the Sea* sales team.

The aims of *Sculpture by the Sea* are many and varied. Initially, *Sculpture by the Sea* aimed to create a major free-to-the-community event for the people of Sydney and its visitors that was quintessentially Australian. There was a wish to facilitate the work of artists and to provide a free to the public cultural activity. Very quickly the exhibition became a focus for sculptors and sculpture in Sydney and Australia.

Although not initially established with a view to attracting significant sculpture sales, the exhibitions do generate a large amount of sculpture sales, predominantly to private collectors. For the past 10 years we have actively promoted the sale of sculpture and are proud of our role in generating significant income for many of the artists in our exhibitions. The commission that *Sculpture by the Sea* earns from sculpture sales is an important contributor to the exhibition's revenue.

## **Sculpture Sales Staff**

### **Director Sculpture Sales**

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

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 and the Board.

### **Sculpture Sales Business Manager**

Jaimee Sherman is the Sculpture Sales Business Manager ('SSBM') and recently commenced working with SxS. The SSBM works part-time over certain periods in the lead up to and wind down of our two exhibitions.

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.

The SSBM issues invoices for all outdoor sculpture sales, with the assistance of the Sculpture Sales Coordinator, and produces contracts for all outdoor sales. She supports the DSS in the management of minor disputes and works as one of the leaders of a team of part time, short term and volunteer staff during exhibitions, the majority of whom work in the Sculpture Inside gallery during exhibition period.

### **Sculpture Sales Coordinator**

Imogen Castledine is the Sculpture Sales Coordinator and has recently joined the team working under the supervision of the DSS and the SSBM. As part of a small team the SSC represents *Sculpture by the Sea* and specifically the sales team through interaction with artists, clients and other stakeholders.

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; works closely with artists, clients, staff, volunteers and transport companies; oversees installation and de-installation of Sculpture Inside managing a small team and in particular the Sculpture Inside Gallery Registrar; supervision of sculpture sales staff and volunteers who provide supporting sales and administration roles during exhibition period; reconciling payments for works sold from the indoor exhibition; overseeing and administrating for the movements of all sold sculptures; follows up sales enquiries; and working closely with the SSBM who issues invoices for Sculpture Inside.