

sculpture by the sea

SCULPTURE SALES COORDINATOR - POSITION DESCRIPTION

***Sculpture by the Sea* seeks a motivated arts administrator to join as a key member of our sculpture sales team and curator of 'Sculpture Inside' ahead of *Sculpture by the Sea Cottesloe, 2019*. If you are detail-orientated and enjoy the high energy of events—this is the role for you.**

Background

Founded in 1997, *Sculpture by the Sea* is an annual exhibition 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' is an indoor exhibition open daily during the *Sculpture by the Sea* exhibition period, showcasing over 100 small 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.

Sculpture Sales Coordinator – The Position

The Sculpture Sales Coordinator (SSC) is a key member of the sculpture sales team, and will be working full time under the supervision of the Director Sculpture Sales (DSS) and the Sculpture Sales Business Manager (SSBM). As part of a small team the SSC will be representing *Sculpture by the Sea* and specifically the sales team through interaction with artists, clients and other stakeholders.

The SSC assists with the curation of the indoor exhibition, 'Sculpture Inside' and operational activities such as the day-to-day running of the sculpture sales office and 'Sculpture Inside' gallery during exhibition period. The successful candidate will work closely with artists, clients, staff, volunteers and contractors, oversee installation and de-installation of artworks in 'Sculpture Inside', manage a small team of gallery support crew, supervise sculpture sales staff and volunteers in supporting roles during exhibition period, including the collation of timesheets, issue invoices for indoor sculpture sales, and reconcile payments for works sold in 'Sculpture Inside'. This diverse role also involves working closely with the DSS and design team on production and distribution of marketing collateral to collectors, and other marketing materials for general exhibition advertising and publicity.

Tasks and Responsibilities

General duties will include:

- Client and artist database development and co-ordination
- Artist and client liaison (verbal and written)
- Website coordination
- General administration (i.e., answering phones, taking messages, opening emails and post, record keeping, filing, managing and ordering stationery and office supplies, computer support)
- Exhibition mail outs of invitations, and distribution of sculpture sales marketing materials
- Assisting with sculpture sales
- General day to day maintenance of the 'Sculpture Inside' gallery
- Installation and de-installation of sculptures to and from office as required, including visits to SxS storage facility in Randwick to collect and deliver artworks
- Coordination and tracking of all small sculptures to ensure client, artist or transport collection
- Attendance at key sculpture sales events

Specific pre-exhibition duties will include:

- Processing 'Sculpture Inside' submissions
- Assisting the DSS with the curation of 'Sculpture Inside'
- Update of ACT database records for mailing purposes
- Production of sales marketing material i.e., gallery labels, image galleries and catalogues for the indoor show, signage
- Distribution of sales marketing material i.e., mail and email of invitations
- Packing of sales material for relocation to the exhibition site
- Packing of sculptures stored in the office and arrangement of delivery to site
- Producing and distributing a roster and gallery manual for casual staff and volunteers working in the SI Gallery and organising training for new SI staff and volunteers prior to the exhibition opening
- Installation of sculptures in 'Sculpture Inside', managing a 'Sculpture Inside' Gallery Registrar and installation crew
- Documenting any damage to sculptures, producing condition reports and organising remediation with artists
- Assisting the DSS with the installation of works in the gallery space in time for the 'Sculpture Inside' preview and opening

During and post-exhibition, the specific duties will include:

- Running the day to day smooth running of the gallery space and sales office, including staff and volunteer co-ordination and supervision, sculpture sales, daily Eftpos reconciliation, liaising with artists, clients, staff and transport companies, issuing invoices for all sculptures sold from the indoor exhibition
- Submitting casual staff timesheets to Finance staff, updating the roster as required for sales staff
- Reporting any maintenance required in the gallery to the Site Manager
- Assisting the SSBM as required with the co-ordination of payments from clients and to artists or contractors
- Organising and overseeing de-installation, packing, handling, delivery and transportation of sold and unsold sculptures in 'Sculpture Inside' alongside install crew and with contractors
- Event attendance at specific functions, including 'Sculpture Inside' Preview and the Opening Night Party
- Following up sales enquiries
- Ensuring safe receipt of sold works
- Pack down of the 'Sculpture Inside' gallery space, and the sales office
- Updating and maintaining ACT database for all stock

In addition, the role will be to assist the DSS and/or the SSBM with the following:

- Private sales
- Commissions
- Leases/loans
- Sculpture projects outside of the Bondi and Cottesloe exhibitions including Winter Exhibitions
- Social Media
- Marketing

Essential Skills & Qualities

It is expected that applicants will have recently completed an undergraduate or postgraduate degree. We encourage applicants with managerial instincts, visual language and a strong administrative skillset to apply.

Key essential skills and personal qualities important for the role:

- Relevant tertiary qualifications (such as an Arts Management degree, or similar)
- Keen interest in Contemporary Art
- Excellent written, verbal and interpersonal communication skills

- Exceptional administrative skills and attention to detail
- Good computer literacy (PC)
- Creative writing and formatting skills
- Flexibility, maturity and ability to work in a small team in a high pressure environment
- Excellent time management skills, and a full and mature commitment to honouring a timetable and given tasks
- Creative approach to problem solving
- Sense of humour
- Current Australian Drivers Licence

Desirable Skills & Qualities

- Knowledge of sculpture
- Knowledge of artwork handling best practices
- Previous experience in events
- Previous experience in sales and customer service

APPLICATIONS CLOSE 6PM FRIDAY 30 NOVEMBER 2018

Please email your cover letter and CV to:

Ella Hayes, Sculpture Sales Business Manager
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0450 384 618