

sculpture by the sea

'Sculpture Inside' Gallery Manager **Short-term contract** ***Sculpture by the Sea, Bondi 2019 (24 October - 10 November 2019)***

We are seeking an enthusiastic, motivated and experienced Gallery Manager, who will primarily be responsible for maintaining and improving the artistic and commercial success of 'Sculpture Inside', to come on board with one of Australia's most dynamic arts organisations.

The successful Gallery Manager will manage our indoor exhibition, 'Sculpture Inside' during the forthcoming *Sculpture by the Sea, Bondi 2019* (24 October – 10 November). This short-term contract position offers a high level of involvement in a fast-paced, exciting atmosphere based in a pop-up Marquee in Marks Park, in the middle of the Bondi to Tamarama coastal exhibition site. The candidate is expected to have studied at a tertiary level and have great interest in sculpture.

The Organisation

Established in 1997 *Sculpture by the Sea* is a not-for-profit organisation, hosting the largest free-to-the-public outdoor sculpture exhibition in the world annually in Bondi. Over 100 sculptures by artists from around the globe transform Sydney's spectacular 2km Bondi to Tamarama coastal walk for three weeks each spring into a temporary sculpture park for all to enjoy, and visited by over 450,000 people.

'Sculpture Inside'

'Sculpture Inside' is a very well attended selling exhibition of over 100 sculptural works by the exhibiting artists, held in a pop-up marquee on the exhibition site in Marks Park. 'Sculpture Inside' is open daily throughout *Sculpture by the Sea*.

The indoor exhibition offers an opportunity for the public to view artist's work on a very different scale and see the diversity of their practice. For the artist it provides an opportunity for them to make sculpture sales to support their work. The commission on sculpture sales supports the sustainability of the not-for-profit organisation.

The Position

The successful applicant will become a key part of a small team, responsible for the day-to-day running of the indoor exhibition and reporting directly to the Sculpture Sales Business Manager.

The 'Sculpture Inside' Gallery Manager requires: professional experience working in the visual artists; managerial experience to supervise and train gallery staff as required; a solid practical skills base including knowledge in computer applications related to database and office work; efficiency in the performance of administrative tasks including some that financial; commitment to honouring production timelines and deadlines; management of existing marketing strategies to increase sales; ability to handle art sales queries and deliveries; professional skills required to develop and maintain relationships with artists and clients; and the ability to professionally deal with artistic temperaments.

Commitment

The successful applicant will be required to work 6 days a week from Monday 21 October to Thursday 14 November:

Installation - Monday 21 to Wednesday 23 October
Opening Night – Wednesday 23 October, 6.30pm to 8.30pm
Opening Day – Thursday 24 October, 9am
Closing Day – Sunday 10 November, 7pm
De-Installation – Monday 11 to Thursday 14 November

During installation and de-installation the hours are 8.30am to 5.30pm. During exhibition, the gallery is open 9am to 6pm Monday to Friday and 9am to 7pm weekends, with the work day commencing at 8.45am and finishing at 6.15pm (weekend shifts differ slightly).

Flexibility to work as part of a small team, honouring a production timetable and completing tasks on time is essential.

Essential Skills & Qualities

- Excellent communication and interpersonal communication skills
- Exceptional organisational ability and attention to detail
- Good computer literacy (PC), practical knowledge and experience using MS Word & Excel
- Ability to manage others including casual sales staff and volunteers
- Flexibility, maturity and ability to work independently and as part of a small team, honouring a timetable and given tasks
- Considerable experience in the visual arts
- Knowledge of and/or keen interest in Sculpture

The 'Sculpture Inside' Gallery Manager will work alongside an experienced installation crew for the installation and de-installation period, and manage a small team of 'Sculpture Inside' Sales Assistants.

General duties will include:

- Responsibility of the day to day running of the gallery
- Artist liaison (verbal and written)
- Client liaison (verbal and written)
- Update of client & artist database including sales records
- Update of digital acquisition catalogue
- Overseeing website updates to design manager
- Adminstrating sculpture sales through the database
- Managing staffing timetable
- Ensuring volunteers are present in the gallery as invigilators

During the installation and exhibition period duties and responsibilities include:

- Recording of works as they are delivered by artists and transport companies to the gallery
- Inspection of condition of works upon delivery and writing damage reports
- Issuing receipts for accepted works
- Handling works
- Meeting and greeting exhibiting artists
- Assisting the Director Sculpture Sales with the installation of works within the gallery space as required
- Ensuring volunteer invigilators are manning doors and to monitor crowds within the gallery space
- Management of Mailchimp campaigns including daily updates of sold works
- Overseeing photo documentation of works to a high quality
- Ensuring that sculptures and labels are correct and clean, and that the gallery floor is vacuumed each morning, and that plinths are wiped down daily
- Ensuring all works are correctly labelled and marked as sold where applicable
- Making and managing all sales made in the gallery (processing the sale, forwarding paperwork to Finance, sending invoices to clients, liaising with transport companies when requested, notifying artists of sales, ensuring all payments made prior to collection/delivery, etc.)
- Daily reconciliation of credit card machine
- Cash handling
- Hosting responsibilities at the gallery opening and other private functions or tours held throughout the exhibition as required
- Overseeing the work of the Sales Assistants
- Supervision and coordination of rosters of the Sales Assistants
- Adding client details and details of sale to the database

De-Installation tasks include:

- Managing the de-installation of unsold sculptures including handling, packing and documentation of works and their condition and location
- Managing the de-installation of all sold sculptures including handling and packing as required, deliveries, collections
- Liaising with artists and clients re collection of unsold works
- Liaising with Logistics Manager for delivery of unsold works to exhibition holding area off site
- Packing up office for return to Surry Hills

Remuneration

Daily rate of pay dependent on experience.

To Apply

Apply with a cover letter and CV to Ella Hayes, Sculpture Sales Business Manager at:
ella.hayes@sculpturebythesea.com

Applications close 5pm Monday 7 October