

POSITION DESCRIPTION

Sculpture Sales Manager

A Casual / Seasonal Contract

Sculpture by the Sea Incorporated seeks a highly motivated Sculpture Sales Manager to join our not-for-profit organisation in a five-month contractual role starting in either December or by 11 January 2021 as a key member of the sculpture sales team with a focus on *Sculpture by the Sea, Cottesloe 2021* (5 – 22 March 2021). The successful applicant must be available to work in Perth for the exhibition period and for this reason we strongly encourage candidates from Western Australia to apply.

Role Overview

The Sculpture Sales Manager represents Sculpture by the Sea Incorporated and the sculpture sales team through interactions with artists, clients, staff and other key stakeholders. Working closely with and reporting directly to the Director Sculpture Sales this role assists the former role in managing the business of all exhibition and non-exhibition sculpture sales, and includes producing, staging and managing 'Sculpture Inside'.

It is expected that applicants will have completed an undergraduate or postgraduate degree, have strong administrative and managerial skills, a good visual language and prior art sales experience.

Essential Skills & Qualities

- Relevant tertiary qualifications (such as an Arts Management degree, or similar)
- A strong interest in Contemporary Art and Sculpture in Australia and internationally
- Previous experience in high end sales and high-level customer service
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- Excellent written, verbal and interpersonal communication skills
- Exceptional administrative skills and attention to detail
- Good computer literacy
- Good creative writing
- Flexibility, maturity and ability to work as a leader in a small team in a high-pressure event environment
- Excellent time management skills, and a full commitment to honouring tasks and unmoveable deadlines
- The ability to manage minor contractual disputes (with all to be reported to the Director Sculpture Sales)
- A sense of humour
- Current Australian Drivers Licence
- An enthusiasm for *Sculpture by the Sea* and specifically the role of sculpture sales in providing an important service to exhibiting artists and buyers & collectors

Additional Desirable Skills & Qualities

- Previous experience working in art institutions, auction houses or commercial galleries

- Knowledge of artwork handling best practices

Key Tasks and Responsibilities

- Artist and client liaison (verbal and written)
- General administration i.e., database development and coordination, answering phones, emails, post, record keeping, filing
- Reconciling payments
- Following up sculpture sales enquiries
- Processing 'Sculpture Inside' artist submissions for our concurrently held indoor exhibition
- Production of all documentation related to 'Sculpture Inside' and particularly related to the installation of the exhibition to ensure that each artwork is administratively accounted for, requiring precision ACT database record management
- Production and distribution of sculpture sales marketing material with assistance from the internal Marketing & Design department i.e., gallery labels, image galleries, digital catalogues, invitations and signage for 'Sculpture Inside'
- Production and distribution of staff roster and gallery manual for casual staff and volunteers working in 'Sculpture Inside' and training new sales staff and volunteers prior to exhibition opening
- Management of crew over a 2 to 3-day installation period for 'Sculpture Inside' including ensuring that all care is taken with artworks and condition reports are written and artists contacted as required
- Ensure that all administrative and ACT database record management associated with installation is undertaken prior to exhibition opening to ensure there are no errors in cataloguing and consequent sales
- Responsibility for 'Sculpture Inside' particularly managing tasks of the sculpture sales staff that include: ensuring gallery visitors follow Covid-safe practices and gallery cleanliness including cleaning of sculptures and plinths, and ongoing sculpture condition inspections, making (indoor pieces only) sales, raising invoices, liaising with clients and artists, arranging transport/deliveries, reconciling daily Eftpos, regularly updating ACT database records, ensuring payments are made, daily exhibition reporting
- Supervision of the daily updating of digital sculpture sales catalogues during exhibition
- Working closely with the Director Sculpture Sales making and managing outdoor sculpture sales to clients including entering into sales negotiations as required, issuing sales contracts and invoices, working with clients, contractors and crew to arrange delivery, storage and/or installation of sold sculptures as is required
- Production of all documentation related to the de-installation of 'Sculpture Inside', working closely with the sales staff throughout exhibition
- Supervision of crew and sales staff in the de-installation of 'Sculpture Inside' to ensure that there are no condition issues with artworks and to ensure that each artwork in 'Sculpture Inside' is administratively accounted for, requiring precision ACT database record management
- Leasing and commissioning projects and programs as they arise
- Preparing artist financial statements for all sold works after exhibition

Sculpture by the Sea - The Organisation

Founded in 1997, *Sculpture by the Sea* is a not-for-profit organisation staging the largest free outdoor sculpture exhibition in the world. *Sculpture by the Sea* exhibitions occur annually along the Bondi to Tamarama coastal walk in Sydney each spring, and Cottesloe Beach in Perth each autumn.

'Sculpture Inside' is an indoor exhibition open daily during *Sculpture by the Sea*, showcasing over 100 small sculptures by exhibiting artists. The 'Sculpture Inside' exhibition is produced and managed by the *Sculpture by the Sea* sales team.

Over the last 10 years the sale of sculptures from the *Sculpture by the Sea* exhibitions has grown considerably. Revenue from the commission earned from sculpture sales is a very important contribution to the financial position of Sculpture by the Sea Incorporated. Detailed information regarding sculpture sales will be provided to applicants who reach the final round of interviews.

Sculpture by the Sea – Present Sculpture Sales Staff

Director Sculpture Sales

Davina Corti is the Director Sculpture Sales and has worked with *Sculpture by the Sea* for just over 10 years - 7 years from 2007 to 2014 as the Sculpture Sales Manager, and from September 2016 to present as the Director Sculpture Sales in a full-time position.

The responsibilities of the Director Sculpture Sales 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. Davina is member of the management/leadership team and reports directly to the Exhibition Founding Director, David Handley.

Information regarding our organisational structure, event information and the like can be found at www.sculpturebythesea.com.

Work Requirements for this Role - Sculpture Sales Manager

The successful applicant must be available to work in Perth for the exhibition period of *Sculpture by the Sea, Cottesloe 2021* (5 – 22 March 2021) plus a week to 10 days before the opening date and a week to 10 days after the closing date.

During the exhibition, and from the start of the installation of 'Sculpture Inside', a six-day week is worked on site, and the hours worked by our staff are very long. Staff receive one day in lieu for each 6-day week worked.

The Director Sculpture Sales and the Sculpture Sales Manager will work together to ensure that everyone in the sculpture sales team manages their workload while being sensitive to the needs of anyone who may be overdoing it.

Event attendance is required at a minimum of two evening exhibition functions including the 'Sculpture Inside' Preview and the Artist Opening Night (subject to current Covid protocols).

Covid-safe practices will be made clear and must be followed by all staff and visitors to 'Sculpture Inside' and across the exhibition site.

Working remotely is an expectation given that the *Sculpture by the Sea* offices are in Surry Hills, Sydney, NSW where the Director Sculpture Sales is based. However the current exception is that the

Director Sculpture Sales will be in Perth for a 4 to 5 week exhibition period for *Sculpture by the Sea, Cottesloe 2021*.

Start Date

The role will commence as soon as possible and no later than Monday 11 January, 2021

Finish Date

The role will end Friday 28 May, 2021.

It should be noted that there may be an opportunity for the contract to be extended into a second period (up to December 2021) however the candidate must be available to work in Sydney for at least 6 weeks for *Sculpture by the Sea, Bondi 2021* (dates are yet to be confirmed but are currently pencilled in as 22 October to 8 November 2021). There would be an expectation for discussions around the options to extend into a second contract period to commence mid-April 2021.

Salary Range

\$80,000 - \$100,0000 per annum, pro rata, when working full time.

For discussion at interview stage

To Apply

Email or post a cover letter detailing your interest in this job and suitability for the role and accompanying CV to Suzie Clark by email (see details below) or post to: Sculpture by the Sea, PO Box 300, Surry Hills, NSW 2010.

Application Deadline

Please submit your application by Friday 18 December 2020. Late applications will not be accepted. This role will be re-advertised if a suitable candidate is not found.

Enquiries

Suzie Clark, Producer, T: 61 2 8399 0233, or E: sales@sculpturebythesea.com

Sculpture by the Sea Exhibition Dates

Cottesloe 2021: 5 March – 22 March 2021
Bondi 2020: Postponed, with new dates to be confirmed