

# sculpture by the sea

## POSITION DESCRIPTION

### Sculpture Sales Manager

#### A Casual / Seasonal Contract

#### Role Overview

Sculpture by the Sea Incorporated seeks a highly motivated Sculpture Sales Manager to join our not-for-profit organisation in a 8 month contractual role starting in May 2021 as a key member of the sculpture sales team with a focus on 'Sculpture Rocks' (20 May to 3 June 2021) & *Sculpture by the Sea, Bondi 2021* (21 October – 7 November 2021). The successful applicant must be available to work in Sydney.

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 in managing the business of sculpture sales and includes producing and managing the exhibition of small works '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
- Excellent written, verbal and interpersonal communication skills
- Exceptional administrative skills and attention to detail
- Flexibility, maturity and ability to work as a leader in a small team in a high-pressure event environment
- Excellent time management skills
- The ability to manage minor contractual disputes
- 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
- Reconciling payments
- Following up sculpture sales enquiries
- Processing 'Sculpture Inside' artist submissions for concurrently held indoor exhibitions
- Production of 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 database record management
- Production and distribution of sculpture sales marketing material with assistance from the internal Marketing & Design department
- 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
- Responsibility for 'Sculpture Inside' particularly managing tasks of the sales staff
- Supervision of 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 required

- 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 database record management
- Leasing and commissioning projects and programs as they arise
- Preparing artist financial statements for all sold works after exhibition

**Work Requirements for this Role - Sculpture Sales Manager**

The successful applicant must be available to work in Sydney for the exhibition period of *Sculpture Rocks* (20 May to 3 June 2021) plus a week to 10 days before the opening date & *Sculpture by the Sea, Bondi* 2021 (21 October – 7 November 2021) plus at least four to six weeks after the closing date.

**Start Date**

The role will commence as soon as possible.

**Finish Date**

The role will end on Friday 17 December 2021 with potential to be extended.

Information regarding Sculpture by the Sea can be found at [www.sculpturebythesea.com](http://www.sculpturebythesea.com)

**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 7 May 2021.

**Enquiries**

Suzie Clark T: 61 2 8399 0233, or E: [suzie.clark@sculpturebythesea.com](mailto:suzie.clark@sculpturebythesea.com)