

sculpture by the sea

Sculpture by the Sea Incorporated
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Cottesloe
4 – 21 March 2022

Bondi
TBC 2022

SCULPTURE SALES COORDINATOR POSITION DESCRIPTION

FIXED CONTRACT POSITION

The Position

Sculpture by the Sea seeks a highly motivated Sculpture Sales Coordinator ('SSC') based in Western Australia to join our not-for-profit organisation as a key member of the sculpture sales team for *Sculpture by the Sea, Cottesloe 2022* (4 – 21 March 2022).

The successful applicant must be available to work: one day a week from Tuesday 1 February to Friday 25 February 2022; 6 days a week throughout the exhibition period from Monday 28 February to Friday 25 March 2022; and two days a week from Monday 28 March until Thursday 14 April 2022.

SXSINC will recruit two Sculpture Sales Coordinators in fixed contract positions to work as a mutually supportive two-person team to run the daily operations of 'Sculpture Inside', reporting directly to the Sculpture Sales Business Manager ('SSBM') who will be working remotely, and to assist the Director Sculpture Sales ('DSS') as required including with outdoor sales. The DSS will be based in Cottesloe for the duration of the exhibition period.

The successful WA-based Sculpture Sales Coordinators should be comfortable working from home outside of the exhibition period and will be expected to attend regular Zoom and/or Team meetings with the NSW-based SSBM that are intended to build team cohesion and for training purposes to ensure the exhibition is efficiently managed from both an event and business perspective.

The Organisation

Founded in 1997, *Sculpture by the Sea* is a not-for-profit organisation staging the largest free outdoor sculpture exhibitions in the world. *Sculpture by the Sea* exhibitions occur annually at Cottesloe Beach in Perth each autumn and along the Bondi to Tamarama coastal walk in Sydney each spring with the exception of 2020 and 2021 that were cancelled due to the Covid outbreak in NSW).

The SXSINC offices are based in Surry Hills, Sydney, NSW.

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 contributes to the financial sustainability of Sculpture by the Sea Incorporated ('SXSINC'), a not for profit incorporated association listed on the National Cultural Register, and is a very important means of support to the exhibiting artists.



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Town of Cottesloe

Our Host

Role Overview

During the exhibition the SSC's are responsible for the day-to-day running of the indoor exhibition, 'Sculpture Inside', reporting to the SSBM, and making and processing indoor sales, and will support the DSS with her overall management of sculpture sales for the exhibition both indoor and outdoor.

'Sculpture Inside' is an indoor exhibition of approximately 100 saleable small indoor works by up to 70 of the *Sculpture by the Sea, Cottesloe 2022* exhibiting artists to be held for the 3rd year in the Sea View Golf Club, Cottesloe and open daily. The 'Sculpture Inside' exhibition is curated by the DSS, and produced and managed by the *Sculpture by the Sea* sales team.

The SSC's play an important part in representing the organisation and the sculpture sales team through interactions with artists, clients, staff, and other stakeholders.

The position requires experience working in the visual artists and/or in art sales; a solid practical skills base including knowledge in computer applications related to database and office work; efficiency in the performance of administrative tasks; an understanding of basic financial management; commitment to honouring strict production timelines and deadlines; ability to handle art sales queries and sales; ability to arrange transport and deliveries; a knowledge and understanding of the importance of condition reporting and handling and packing artwork; the experience and confidence to oversee the work of casual gallery sales staff; and the skills required to be a team player, to develop and maintain relationships with crew and staff, artists and clients.

Essential Skills & Qualities

- Completion of an undergraduate or postgraduate degree
- Experience in the visual arts with a keen interest in sculpture
- Excellent communication and interpersonal skills
- Good managerial instinct as well as the ability to take direction from DSS and SSBM when required
- A desire to work in a fast paced environment
- Excellent administrative skills with attention to detail
- Ability to meet strict production deadlines
- Experience in sales and customer service
- An enthusiasm for *Sculpture by the Sea* and specifically the role of sculpture sales in providing an important professional service to the exhibiting artist and the buyer

Key Tasks and Responsibilities

In the lead up to the exhibition, the SSC will be trained by the SSBM to:

- Become familiar with all works to be exhibited that will be available for sale including gathering and processing materials required for sales documents
- Develop a thorough understanding of the systems that must be utilised in a methodical way to install and de-install the indoor exhibition and to make and close sales - Follow established timelines and procedures to ensure required documentation is prepared for installation, the exhibition and de-installation.

Prior to the exhibition opening the SSC will:

- Set up the 'Sculpture Inside' office and sculpture sales office in Seaview with support from SXSINC tech and site crew

- Train casual sales staff on gallery procedures including processing of sculpture sales through the database management system, ACT and payment gateways.
- Be aware of safety and risk protocols around installation and de-installation of the indoor exhibition
- Manage the registration and condition reporting of all 'Sculpture Inside' artwork
- Manage exhibition installation including briefing SXSINC site crew who assist with deliveries of artists work.
- Ensure the database is updated and new gallery labels generated in time for opening in the case of any change/error
- Be physically able to move and lift artworks and plinths within reasonable boundaries, noting that any work that is categorised as oversized or overweighted is managed by the SXSINC site crew
- Provide assistance to the DSS who curates/lays out the indoor exhibition if required
- Ensure that the gallery, staff and all systems are ready for the evening preview of 'Sculpture Inside' and the following opening day to the public.

During the exhibition:

- Responsibility for the day-to-day administration and running of the Sculpture Inside exhibition, and provide a welcoming environment for guests and exhibition patron, aware of any Covid protocols in place.
- Methodical and detailed handover documents must be completed daily as a Work in Progress document
- Oversee daily tasks and general administration for the work undertaken by casual sales staff
- Work closely with the SSBM to ensure integrity in the financial management of the exhibition. Create sales forms through the database to be presented to the SXSINC finance team so that invoices can be generated and then sent to buyers, review outstanding payments and ensure all payments are finalised prior to artwork collection.
- Ensure all artworks are correctly presented for sale and the gallery is maintained in a clean and safe environment, with easy access to sales resources and information.
- Ensure sales are administered correctly in database management system, ACT and daily Eftpos transactions are reconciled.
- Work closely with the SSBM regarding daily rosters and submitting weekly time sheets for approval for sales staff
- Daily condition reporting of artworks and maintenance of internal records. Following discussion with the DSS, ensure artists and buyers are notified immediately of any issue with their artworks
- Regular communication with DSS and SSBM on the status of artwork sales
- Daily management of the de-installation schedule - including documentation of artwork condition; packing requirements; collection and delivery of each sold and unsold artwork.
- At least one Sculpture Sales Coordinator will be rostered to work each day during the exhibition. It is expected that on days when the SSC work together, one person opens the gallery and one person closes, splitting shifts to work a 6 hour day. A casual Sculpture Sales Assistant will complement the team for a few hours each day.

During de-installation at the close of the exhibition:

- Follow established systems and procedures to manage the pack down of indoor sculptures, office supplies, gallery equipment and sales files for return to SXSINC office in Sydney, or storage facilities in Perth or Sydney, to artists, to buyers, or for collection by couriers.
- Liaise with artists, buyers, freight contractors and site crew as required

Throughout the contract period assist the DSS and SSBM:

- Assist with the sale of outdoor sculptures as required.
- Provide sales support by drafting and adapting sales agreements using existing templates, create marketing documents for potential buyers, update digital exhibition catalogues and database.
- Attend and co-host events, tours and sales functions such as the invitation only Priority Acquisition Sculpture Preview, 'Sculpture Inside' Preview, the Opening Night Party, and free to the public Artist Talks

Please note: As a major large scale sculpture event, the hours worked by our Directors and Managers, sales staff, exhibition staff and site crew can be long and intensive during the weeks preceding, during and immediately following the exhibition. With defined opening and closing hours in 'Sculpture Inside', a good staff roster and a strong sales team, the DSS and SSBM will work closely with the SSC to ensure that the sculpture sales team is managing their workload and enjoying their experience at Sculpture by the Sea.

Daily Remuneration

SXSINC provides the SSC with a light lunch on the days they work.

During the exhibition period the Gallery is open daily from 9am to 6pm. The daily shifts are split so that each SSC either opens or closes the exhibition.

There is no flexibility around working a 6 day week for the duration of the exhibition including one weekend day as it is imperative that there is consistency and capacity to get work completed to schedule and on time in what can be a very busy and fast-paced environment.

Installation and De-Installation & the 'Sculpture Inside' Preview

Both Sculpture Sales Coordinators are expected to work longer days for Installation and de-Installation to get the tasks completed in a very short timeframe of 2 days, and the evening function for the Preview event for the indoor show. They will be remunerated for the additional hours worked based on the daily rate of pay.

To Apply

Send your CV and cover letter detailing your interest and suitability for the role of Sculpture Sales Coordinator to Suzie Clark, Producer: suzie.clark@sculpturebythesea.com

Please call Suzie on 02 8399 0233 if you have any enquiries.

Application Deadline

Please submit your application by close of business, Thursday 6 January, 2022

Interviews

'Zoom' or 'Teams' interviews will be arranged for shortlisted candidates

Sculpture by the Sea thanks you for your interest in this position