

## **Sculpture Sales Coordinator**

### **The Position**

*Sculpture by the Sea* seeks a highly motivated Sculpture Sales Coordinator ('SSC') to join our not-for-profit organisation as a key member of the sculpture sales team for *Sculpture by the Sea, Bondi 2022* (21 October – 7 November 2022) for a 4-month contract.

The successful applicant will work from the Sculpture by the Sea offices in Surry Hills, Sydney, NSW working five days a week commencing 29 August 2022. In October 2022 the Sculpture by the Sea team re-locates their offices to the Bondi exhibition site for the duration of the exhibition. The Sculpture Sales team works a six-day week and is based in the 'Sculpture Inside' Gallery and Sales office in Marks Park throughout the exhibition.

The Sculpture Sales Coordinator reports to and works closely with both the Sculpture Sales Business Manager and Director Sculpture Sales.

### **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 the Bondi 2020 and 2021 exhibitions that were cancelled due to the Covid outbreak in NSW ([www.sculpturebythesea.com](http://www.sculpturebythesea.com))

'Sculpture Inside' is a selling exhibition of over 100 small-scale works by the *Sculpture by the Sea, Bondi 2022* exhibiting artists, held in a pop-up marquee in Marks Park and open daily throughout the exhibition. The 'Sculpture Inside' exhibition is curated, produced and managed by the Sculpture Sales team.

The sales commission earned from sculpture sales is an important means of support to the exhibiting artists and the future sustainability of our exhibitions.

### **Role Overview**

The SSC plays an important part in representing the organisation and the sculpture sales team through interactions with artists, clients, staff, and other stakeholders and generating and managing sculpture sales.

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.

The successful candidate will be trained to implement established sculpture sales processes including processing of sculpture sales through the ACT database management systems.

We are seeking candidates with the following 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 instincts as well as being open to taking direction
- 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 & Responsibilities**

- Familiarity with all exhibited artworks available for sale including gathering and processing sales marketing materials
- A thorough understanding of the systems utilised for the install and de-install of the indoor exhibition
- Following established timelines and procedures to produce required documentation to make and close sales
- The day-to-day administration and operation of the 'Sculpture Inside' exhibition including:
  - registration and condition reporting of all 'Sculpture Inside' artworks
  - database management
  - updates to digital catalogues
  - maintaining a clean, safe and welcoming environment for the many visitors to the gallery including exhibiting artists
  - overseeing the sales work of the 'Sculpture Inside' Sales Assistants
  - generating and processing sculpture sales
  - working closely with the SSBM to ensure integrity in the financial management of the exhibition
  - communication with artists, buyers, freight contractors and technical and logistics site crew
  - attending exhibition events as required

### **Remuneration**

An annual salary of \$65,000 paid pro-rata, per annum

### **Applications close Friday 12 August 2022**

**We would like the successful candidate to commence in this role by Monday 5 September 2022**

Please email a cover letter and CV to Joanna Goodwin, Sculpture Sales Business Manager, at [joanna.goodwin@sculpturebythesea.com](mailto:joanna.goodwin@sculpturebythesea.com)

Please contact Suzie Clark [suzie.clark@sculpturebythesea.com](mailto:suzie.clark@sculpturebythesea.com) t: +61 2 8399 0233 if you would like more information about this role.

**We look forward to hearing from you and hope you will be interested in working in this dynamic sculpture sales role with Sculpture by the Sea**