Position Description

Role: Sculpture Sales Manager
Full time – Permanent Position, Sydney Office.

Sculpture by the Sea Incorporated ('SXSINC') seeks a highly motivated Sculpture Sales Manager to join our not-for-profit organisation in a full-time role as soon as possible with a focus on the forthcoming *Sculpture by the Sea, Bondi* 2025 (17 October – 3 November 2025)

The key responsibility of the Sculpture Sales Manager is the generation and management of all of the sculpture sales from the *Sculpture by the Sea* exhibitions.

It is expected that the applicant will have completed an undergraduate or postgraduate degree, have strong administrative and managerial skills, a good visual language and previous and significant art sales experience. We would be interested to hear from candidates with previous experience working in art institutions, auction houses or commercial galleries and particularly with a knowledge of sculpture and the sculpture market.

ROLE OVERVIEW

The Sculpture Sales Manager represents SXSINC through interactions with artists, clients, staff and other key stakeholders. Reporting directly to the Company Manager the responsibilities of the Sculpture Sales Manager are:

- the identification and development of new clients and new markets 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 highest level of professionalism when working with exhibiting artists and their representatives as the exhibition sales agent.
- the management of all lease and commissioning projects, non-exhibition sculpture sales and sculpture sales at *Sculpture by the Sea* exhibitions at Bondi and Cottesloe, including the indoor exhibition, 'Sculpture Inside'.
- The curation, production and staging of our indoor exhibition 'Sculpture Inside'.
- The management, leadership, mentoring and motivation of the sculpture sales team including throughout the year the Sculpture Sales Business Manager (whose role is described briefly below), and during exhibition periods specifically the sculpture sales coordinator, casual sculpture sales staff, installation crew, and exhibition volunteers.

Essential Skills & Qualities – Sculpture Sales Manager

The successful candidate will be someone who appreciates the concept and ethos behind our organisation, what the exhibitions bring to the people of Sydney and Perth and visitors to these cities, and importantly works with us to continue to develop and provide opportunities to artists, and with a high level of professional and knowledgeable service provided to buyers and collectors.

The successful candidate will have the experience to foresee and avoid potential issues with clients, artists and contractors, and the patience and negotiating skills to manage any minor legal disputes. Any major dispute will be managed by the Company Manager and all potential major disputes are to be reported immediately.

Essential skills and qualities include:

- Relevant tertiary qualifications
- A strong interest in Contemporary Art and Sculpture internationally and in Australia
- Previous experience in high end sales and high-level customer service
- The ability to advise artists on the sales process and the pricing of their works, in addition to ensuring that they provide appropriate supporting documentation and images to support the sale of their work
- To work closely with the artists and our Site & Logistics Manager to ensure the artworks offered for sale are fit for purpose
- Sales negotiation skills including balancing the interests of both the artist and buyer
- Excellent written, verbal and interpersonal communication skills
- Exceptional administrative skills and attention to detail
- Extremely organised, self-motivated and a good manager of both your own time and that of the team you lead, working in a fast-past exhibition environment
- Good computer literacy
- Good creative writing
- Knowledge of artwork handling best practices
- Flexibility, maturity and ability to work as a leader in a small team in an often 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 issues to be reported immediately to the Company Manager)
- 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
- A sense of humour

This position will report directly to the Company Manager who is a key sounding board and source of advice for the Sculpture Sales Manager. The Sculpture Sales Manager is required to provide a concise written report to the Board of Sculpture by the Sea for each board meeting.

The Sculpture Sales Manager will work closely with the Company Manager, Sculpture Sales Business Manager, Site & Logistics Managers, Exhibition Accounts Manager and, during exhibition periods the Sculpture Sales Coordinator.

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 organisation's primary sources of funding are: corporate sponsorships; commission on sculpture sales, philanthropic donations and Government grants. The majority of the sculptures exhibited are for sale and *Sculpture by the Sea* generates significant sales revenue for the artists, as well as earning commission to support the mounting of the exhibition.

Over the last 15 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 our not for profit organisation. Detailed information regarding sculpture sales will be provided to applicants who reach the final round of interviews.

During Sculpture by the Sea Exhibitions

For approximately four weeks in late October and early November our key staff re-locate to Marks Park at Bondi for *Sculpture by the Sea, Bondi*, and for a period of four weeks in late February and March travel to Perth for *Sculpture by the Sea, Cottesloe*.

From the commencement of exhibition installation until bump-out is complete, key staff work a six-day week on site. As per any major event the days are extremely long and busy. The Sculpture Sales Manager must approve in advance the roster of everyone in the sculpture sales team, and adapt as required being sensitive to the workloads of individuals and as you monitor for fatigue. Staff receive one day in lieu for each 6-day week worked to be taken after the close of exhibition.

The Non-Exhibition Period

As we open one Bondi exhibition we have already begun working on the next. Busy periods for the Cottesloe exhibition generally overlap with quiet periods for the Bondi exhibition so the relatively quiet times are in June and July, and the office is closed for a two-week period at Christmas.

PRESENT SCULPTURE SALES STAFF (as at May 2025)

Sculpture Sales Business Manager – Joanna Goodwin - permanent part-time position (works full time during exhibition periods, and 2 days a week from May through to August), works remotely except for exhibition periods when working in the Sydney office, or temporary offices at the Bondi and Cottesloe sites.

Joanna Goodwin has been in this role since May 2021 working on Sculpture Rocks, *Sculpture by the Sea, Bondi* 2022, 2023 and 2024, and *Sculpture by the Sea, Cottesloe* 2022,2023 and 2024. Prior to 2021 she held two positions at Sculpture by the Sea including as a Sculpture Sales Coordinator in 2008 and 2009.

This position reports directly to the Sculpture Sales Manager.

The Sculpture Sales Business Manager assists the Sculpture Sales Manager in managing the business of all exhibition and non-exhibition sculpture sales with a focus on outdoor sculptures.

A summary of the key tasks of the Sculpture Sales Business Manager role are listed below:

- Drafts and issues price agreements to artists.
- Drafts and issues sculpture sales agreements and invoices to buyers for outdoor sculptures working with our accounts team.
- Manages buyer payments with our accounts team.
- Works with buyers, contractors and our site management team to arrange the storage, freight and installation of sold sculptures to buyers and reconcile all payments working closely with Site & Logistics team.
- Works with our accounts team to build the artist financial statements generated prior to artist's exhibition payments being made, ahead of authorisation of payments by the Sculpture Sales Manager followed by the Company Manager.
- Supports the Sculpture Sales Manager in making sculpture sales if required.
- Supports the Sculpture Sales Manager in managing lease and commissioning projects.
- Works closely with our Site & Logistics Manager and the Sculpture Sales Manager, artists and buyers to manage issues that may arise over the poor condition of a sold artwork under guarantee that may require remediation.

Sculpture Sales Coordinator

It is expected that the Sculpture Sales Manager will recruit a Sculpture Sales Coordinator in a full time, maximum term contract based in our Surry Hills office in Sydney.

The Sculpture Sales Coordinator works closely with and reports to the Sculpture Sales Manager, providing administrative support and undertakes the day to day running of 'Sculpture Inside', Bondi 2025 along with a small team of casual sculpture sales assistants.

A summary of key tasks performed by the Sculpture Sales Coordinator under the management of the Sculpture Sales Manager are listed below:

- Works closely with and supports the Sculpture Sales Manager to manage 'Sculpture Inside'.
- Drafts and issues documentation to all exhibiting 'Sculpture Inside' artists including catalogue and price agreements and exhibition information.
- Manages the ACT database management system (sales) – stock control, contact records, exhibition artworks, processing of sculpture sales.
- Produces and manages the installation and de-installation documentation for 'Sculpture Inside'.
- The day-to-day administration and operation of 'Sculpture Inside'.
- Works closely with the Sculpture Sales Manager and our design team to design and produce all sales marketing content including digital catalogues for the indoor and outdoor exhibitions.
- Works closely with our Site Management team whose responsibility is to manage the exhibition infrastructure for 'Sculpture Inside' and the recruitment, training and management of 'Sculpture Inside' Installation crew under the direction of the Sculpture Sales Manager supported by the Sculpture Sales Coordinator.
- Recruitment and training of casual sales staff for 'Sculpture Inside'.
- Works with the Sculpture Sales Manager to manage the casual sales staff working on 'Sculpture Inside', working in the sculpture sales team.
- Issues invoices to buyers for the acquisition of indoor sculpture and works with sculpture sales assistants and our accounts team to reconcile payments prior to buyer collection.

- Liaises with all buyers and artists regarding freight, storage, and installation.
- Provides support to the Sculpture Sales Manager in making outdoor sculpture sales as required.

Salary

The salary will be in the range of $100,000 plus super when working full time

Salary will be commensurate with experience and qualifications.

To Apply

Please send a cover letter detailing your interest in and suitability for the role and a resume to

e: info@sculpturebythesea.com

Applications Close Wednesday 25 June, 2025