

POSITION DESCRIPTION

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.

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 including the indoor exhibition, 'Sculpture Inside'.

It is expected that the applicant will have completed an undergraduate or postgraduate degree, have strong administrative, managerial and business 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.

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.

The organisation's primary sources of funding are: corporate sponsorships, philanthropic donations, commission on sculpture sales, 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 exhibitions.

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.

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 sculpture sales agent and seller.
- the management of all lease and commissioning projects, non-exhibition sculpture sales and sculpture sales at our Bondi and Cottesloe exhibitions including 'Sculpture Inside'.
- The curation, production and staging of our indoor exhibition 'Sculpture Inside'.

- The management and leadership of the sculpture sales team including throughout the year the Sculpture Sales Business Manager (whose role is described briefly below), and sculpture sales staff during exhibition periods.
- Producing and distributing high quality sales marketing content including digital catalogues

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.

Essential skills and qualities being sought for the **Sculpture Sales Manager** position:

- 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 and contracting 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-paced 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
- Current Australian Drivers Licence
- An enthusiasm for the exhibitions, the organisation and specifically the role of sculpture sales in providing an important service to exhibiting artists and buyers & collectors

This position will report directly to the Company Manager who is a key sounding board and source of advice for the Sculpture Sales Manager. Any major dispute will be managed by the Company Manager.

Reporting into this role is the **Sculpture Sales Business Manager**. This role supports the Sculpture Sales Manager and the management of all sculpture sales with the following tasks that include but are not limited to:

- Drafting and issuing price agreements to artists.

- Drafting and issuing sculpture sales agreements and invoices to buyers
- Management of costs and payments
- Working closely with buyers, contractors and the site and logistics management team to arrange storage, freight and installation of sold sculptures
- Sculpture sales, leases, commissioning projects.
- Database management and stock control
- Recruitment and training of sculpture sales staff
- Dealing with minor issues

The Sculpture Sales Manager will also work closely with the **Site & Logistics Managers** and **Chief Financial Officer**.

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 in any major event the days are extremely busy. The Sculpture Sales Manager must approve in advance the roster of everyone in their team, and adapt it as required, monitoring fatigue and being sensitive to the workloads of individuals. 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 exhibition. Busy periods for the Cottesloe exhibition generally overlap with quiet periods for the Bondi exhibition. The office is closed for a two-week period over the Christmas and New Year holiday, and staff tend to take leave in June and July between peak periods.

Salary

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

The salary will be commensurate with experience and qualifications.

To Apply

Applications Close Friday 14 August, 2026

Please send a cover letter detailing your interest in and suitability for the role and a resume to email: info@sculpturebythesea.com.

Sculpture by the Sea, Bondi 2026 opens to the public on 16 October until 2 November 2026

Sculpture by the Sea, Cottesloe 2027 opens to the public on 6 March until 23 March 2027