Job Description – Gallery Manager

Established in 1994, Sarah Cottier Gallery presents a dynamic program of Australian and international contemporary art. With a focused group of artists working in the forefront of contemporary practice, the gallery provides a stimulating and challenging work environment. The gallery is operated by a small team, providing the opportunity for the successful applicant to be involved in all aspects of the gallery’s activities. The Gallery Manager will work closely with the 2 Gallery Directors and be required to represent the Gallery both during working hours and at other events/exhibition openings etc. from time to time.

Hours 11am – 6.00pm Tuesday – Saturday; evening openings monthly
Four weeks annual leave.
Salary will be commensurate with the successful applicant’s level of experience.

The duties associated with this role include, but are not limited to, the following:

General Administrative Duties
• answer phones and process mail/email
• maintain and keep up-to-date the Gallery’s computer system and other equipment, troubleshoot technical issues and research and implement software solutions as required.
• maintain databases of stock and client records
• maintain artist’s cv files
• co-ordinate and maintain the Gallery’s Artist files with current CV data, relevant press, publications, etc
• general cleaning and upkeep of Gallery premises
• maintain stocks of all Gallery supplies – stationery, wrapping materials etc.
• provide assistance to the Directors

Duties relating to Exhibitions
• produce exhibition data materials as required, such as lists of works, press releases, catalogues, etc
• co-ordinate exhibition openings – bar staff/ice and drinks
• assist with the installation and de-installation of exhibitions
• be responsible for wrapping of artworks and return to storage.

Client liaison
• act as first point of contact for visitors to the Gallery
• address incoming client enquiries relating to artists, artworks, exhibitions and sales or direct enquiries to appropriate staff
• administer sales and process payments

Media liaison
• research, produce and distribute press releases in consultation with the Gallery Directors
• respond to media enquiries; provide text and images as required, ensure appropriate acknowledgement of courtesy lines, copyright etc
• update and maintain the Gallery’s press lists, including consistently expanding the contacts and ensuring all details remain up-to-date

Registration
• maintain a register of all incoming and outgoing works.
• undertake and register condition reports on all incoming and outgoing works
• ensure correct wrapping and storage of all incoming works
• manage and document all loans of work from the Gallery
• arrange and manage transport of works to or from the Gallery, including preparation of all works for delivery
• manage the Gallery’s stock database

Website
• update the Gallery’s website regularly, producing all necessary materials where required
• work with the Gallery’s web developers to resolve any website issues that arise

Essential Knowledge and Skills
• A thorough understanding of, and enthusiasm for, contemporary art practice in Australia.
• Strong interpersonal communication skills; both written and verbal
• Experience relating to the best practice standards for transport, registration, storage and general handling of art
• Excellent organisational skills with the desire and ability to work both independently and in a small team
• Excellent computer skills with experience with Mac OS X platform and applications including Filemaker, InDesign/Photoshop, Word

TO APPLY
Apply by email including a current curriculum vitae with the details of at least two professional referees to:

mail@sarahcottiergallery.com