



**JOIN
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TEAM!**



ART GALLERY ADMINISTRATOR/ DESIGNER

Arthouse Gallery

Gallery Administrator / Designer

Job description and responsibilities

The Gallery Administrator/ Designer assists the Gallery Manager and Gallery Director with the day-to-day operations of the gallery and is responsible for managing the scheduling and output of all marketing and media assets for the gallery. They are responsible for the design of all promotional material and advertising, working with creative input and following design protocols.

The Gallery Administrator/ Designer will be responsible for the scheduling and planning of material for exhibitions by gallery artist including, logistics and pre productions for exhibitions. They will be in-charge of managing the online marketing and promotion of the gallery. Administrative duties includes stock and website management.

The Gallery Administrator/ Designer is a job that requires clear, consistent communication between staff members and artists, as well as excellent organisational skills to facilitate forward planning and multi-tasking. This role requires the ability to work well autonomously, as well as an integral part of a small team. Flexibility and adaptability to a highly paced and varied work environment is essential. Excellent administration skills with a strong attention to detail and follow through is crucial.

Requirements

- Working hours: Tuesday – Friday 9:30am – 6pm, Saturday 10am – 5pm + additional opening and gallery events when required.
- Excellent written and verbal communication skills.
- Computer proficiency in a Mac based environment is essential.
- A high level of skill and experience in Adobe CS (Photoshop and Indesign minimum) and MS Office (Word and Excel minimum) is required.
- Experience in print production is desirable.
- Photography and editing skills along with creative design ability are essential.
- An understanding of online and digital marketing is required and experience utilising various social media platforms, web CMS and EDM campaigns in a commercial context is an advantage.
- A passion for Australian contemporary art is essential and professional experience in the Australian visual arts industry is highly advantageous.
- The Gallery Administrator/ Designer is required to assist in the sales of artworks and promotion of the gallery and represented artists both front of house at the gallery and through email and online channels.
- Excellent physical strength as artworks are regularly shifted moved and presented to clients on a day-to-day basis.
- Sales and retail experience highly regarded. The ideal candidate needs to communicate confidently and comfortably with clients.

Position Specifications

EXHIBITION SCHEDULING – Marketing Assets

The gallery exhibition schedule is outlined approx 6 months in advance. Once an exhibition date is confirmed the Gallery Administrator/ Designer is responsible for scheduling the deadlines by which the artist/s must supply each asset required for the marketing and presentation of the exhibition i.e.:

- Artwork Images
- Exhibition Consignment Note
- Artist Statement
- Personal Mailing List
- Artwork delivery

It is the responsibility of the Gallery Administrator/ Designer to schedule all deadlines in Busycal and to liaise with the artist/s to ensure that the requirements are understood and the deadlines are met.

It is the responsibility of the Gallery Administrator/ Designer to oversee the following marketing/design tasks in the lead up to an exhibition:

- Design and submit agreed advertising to media publishers (print and online)
- Schedule the printing and mail lodgement of exhibition invitations
- Design the exhibition invitation and any additional print media that may be required
- Create exhibition PDF catalogue
- Export and compile mail data and send to the mail house for lodgement
- Write the exhibition press release and create press EDM campaign
- Create an artist profile EDM campaign (online invitation)
- Load exhibition to Arthouse Gallery website
- Design and order adhesive vinyl signage
- Create exhibition as Facebook event
- Load exhibition to various online platforms such as Ocula
- Promote exhibition via social media such as Instagram, Twitter and Facebook

EXHIBITION SCHEDULING – Artwork Consignment and Administration

It is the responsibility of the Gallery Administrator/ Designer to oversee the following administration tasks in the lead up to an exhibition:

- Consign artworks into Tessera
- Ensure all images are correctly supplied as hi and lo res files, named properly according to convention and filed correctly on the server.
- Ensure Artist's CV and blurb is up-to-date and accessible on the server and the website
- Assist in the installation and curation of the exhibition.

- Assist in the preparation of the gallery space post-installation, i.e. numbering/labelling of artworks, create exhibition price list, ensure tidy presentation of gallery and office space, ensure price lists are stocked up.
- File all exhibition assets clearly in the artist's folder on the gallery server: images, artist statement, CV, invitation, price list etc.
- Shoot and edit exhibition install photographs

ONLINE MARKETING & PROMOTION

It is the responsibility of the Gallery Administrator/ Designer to manage the online marketing and promotion of the gallery and its artists through the following channels:

- Create regular news posts on Arthouse Gallery website
- Maintain gallery presence on third party websites and newsletters (Ocula, Art Almanac, Art Guide, Art Money etc)
- Maintain gallery presence on social media (Facebook, Instagram, Twitter)

SALES

The Gallery Administrator/ Designer is required to assist the Gallery Director and Gallery Manager with the sale of artworks through the following channels:

- Front of house: Greeting clients, discussing current exhibition/s, artists and artworks and presenting works from the stockroom
- When required, assist in the reply to email enquiries about artists and artworks
- Compile and build artist interest lists
- Generate sales invoices via database system
- Create client PDF proposals

STOCK MANAGEMENT

It is the responsibility of the Gallery Administrator/ Designer to manage the gallery stock between the off site storage and the gallery stockroom and all the consigning of new work and return of work to artists.

LOGISTICS

- Assist with artwork transportation logistics as required