



**Futures
of Art**

JOB DESCRIPTION >> Gallery Manager

Date: 22 March 2023

Reports to: CC

Who wrote this description? Charles Clapshaw (CC)

Version: 1.0

Direct Reports: n/a

Sign-off:

Charles Clapshaw

Salary: Based on project scope but minimum \$50p/hr x 2 days x 5 hours = \$500 p/w contract rate or 30% commission on original artwork sales

Position overview:

Welcome to Futures of Art, an art and augmented innovation company where you have the unique opportunity to reshape reality - creating connections between the virtual, physical and diverse worlds.

As the Gallery Manager at Futures of Art, you are a vital member of the team and its growth, starting with our gallery in Bondi and beyond via the internets.

The focus of the Gallery Manager role will be to:

- Manage the day by day running of the gallery, organise studio visits and open gallery days 3 x per week
- Help promote the gallery to the local community and participate in local community events
- Manage and grow the ongoing relationship with existing and new galleries and museums
- Collaborate with the team on the marketing plan and content calendar for Futures of Art
- Deliver and report metrics of the success of sales and marketing initiatives
- Work with artists, creators and innovators to change the current reality
- Be a rad person

Things not to do:

- Charles is highly distractible with a crazy todo list and so please do not add things for him to do
- Judgement or Discrimination - the gallery is a place of inspiration and free from any bias or judgement - it celebrates diversity and difference to build experience and understanding

This is a contract role with the opportunity to grow into a full time role to become a member of the leadership team.

Validation:

Name:

Signature:

Date:

Key Tasks:

PD JOB FUNCTION DESCRIPTION AND KEY TASKS	% OF TIME ALLOCATED
ARTWORK SALES Sell paintings and promote gallery artists and technologies <ul style="list-style-type: none">• Be the key point of contact for all gallery sales and database• Lead the pricing and sales strategy for the gallery• Day by day management of the gallery PR and marketing plan• Set and manage sales targets, leads and review weekly	40%
GALLERY MANAGEMENT Manage the running of the gallery in Hall St <ul style="list-style-type: none">• Attend gallery meetings and document contact reports• Artist, database and client management and approvals• Work with finance on budgets and expenditure• Ensure the gallery is well stocked with food and flowers	30%
SALES AND MARKETING <ul style="list-style-type: none">• Work with CC to develop a strategic marketing plan and content calendar• Manage the use, followup and results from the content calendar and funnel marketing• Proactive recommendations and delivery of ideas, concepts and tools	20%
ARTIST MANAGEMENT <ul style="list-style-type: none">• Work with CC to source and inspire creators and artists to investigate new realities• Manage concepts for chosen artists to MVP stage and potential commercialisation	10%

Things We Believe::

Collaboration

We are individuals that achieve the most when we work together – across disciplines, across cognitive styles and cultures, across geographies. We are always contributing to the collective, working together towards a common goal.

Challenge

Innovation and Creativity is at our core. They are more than words, they are a mindset. Where we see conventions, we overturn them. Where we face obstacles, we overcome them. We are the ultimate challenger, as we believe positive change starts with us.

Non Consumerism

We do not take from the planet, nor do we participate in mass consumption - we have what we need and we use it to help the planet and its participants. We do not work with any company or individual who creates any harm or bias.

Ambition

We are ambitious for our artists, our clients, our company and ourselves. We constantly chase new heights and yearn to achieve new things.

To apply contact sabina@futuresofart.com