

Sales Coordinator

POSITION DESCRIPTION



POSITION TITLE:	Sales Coordinator
HOURS:	5 days a week
SALARY:	\$60,000 per annum Salary sacrificing available
MANAGER:	Reports to Art Manager
TERM:	12 months (parental leave position)

The Torch

The Torch is a not for profit community arts organisation that provides art, cultural and arts industry support to Indigenous offenders and ex-offenders.

The core mission of The Torch is to address the over-representation of Aboriginal and Torres Strait Islander people within Victoria's justice system through its Statewide Indigenous Arts In Prison & Community Program.

About the role

The Torch currently employs an Art Manager, Art Coordinator, Sales Coordinator, Registrations Officer and 2 Art Support Assistants to manage the artwork, sales and exhibitions generated through the program.

The Sales Coordinator facilitates and processes all of the sales of artworks and merchandise created through the program. The 2 part time Art Support Assistants provide support for artwork sales through packaging, preparing artworks and merchandise for postage, couriers and collection.

This is a 12 month contract supporting parental leave within the Art team.

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Roles & Responsibilities:

Sales:

- Facilitate artwork and merchandise sales enquiries, including preparing sales promotions to potential buyers, monitoring and processing online sales and supporting in-gallery sales
- Support artwork and merchandise sales enquiries for VIP/Corporate buyers including preparing sales promotions
- Process sales and invoicing on Salesforce
- Coordinate the delivery of artwork to purchasers by office pick up, mail, couriers etc.
- Package sold artworks and products ready for delivery
- Support and work closely with the Art Support roles (2 days a week), overseeing priorities for packaging and collection management support activities
- Provide back up support for licensing of artwork

Artwork management:

- Pricing of artwork
- Coordinate photography of artwork
- Coordinate the stretching or framing of artworks as required including the transport to and from the supplier
- Provide back up for the uploading and managing of digital image files
- Monitor artwork condition before sales and after the stretching process
- Support the maintenance of stable and secure storage of artworks
- Provide support for exhibitions as required
- Provide back up support for the registration of artwork and artist information into the Salesforce database
- Collate information and statistics for reports

Other:

- Provide in-person and phone support to participants and update information in Salesforce database
- Provide front of house duties including answering the phone/door
- Develop and foster positive relationships with participants
- Other duties as directed by the Art Manager or Art Coordinator
- Some after-hours and weekend work as required during exhibition periods

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Key Selection Criteria

Essential skills/requirements

1. Strong written and verbal communication skills and the ability to engage with a diverse range of stakeholders.
2. Experience working in a retail/sales environment.
3. Strong organisational skills, demonstrated ability to set targets, prioritise and meet deadlines.
4. Attention to detail.
5. Experience with a Customer Relations Management database such as Salesforce.
6. Computer skills with experience around emails, Microsoft Word, Excel.
7. Highly motivated and driven to achieve community development outcomes.
8. Collection management experience including registration, inventory, tracking item movement and handling procedures.
9. The ability to be flexible working within a small team environment and to respond to changes in priorities.
10. A full Drivers' License.

Desirable skills

- Knowledge of Aboriginal art and experience working with the Aboriginal community.
- Experience working in a not for profit or small community organisation.

APPLICATION PROCESS

Aboriginal & Torres Strait Islander people are strongly encouraged to apply for this role.

Please forward any questions in relation to this role to work@thetorch.org.au or call Nerissa Broben +61 39042 1236.

Applications addressing the key selection criteria, your resume and a cover letter should be sent to work@thetorch.org.au by **Monday 25th July 2022**.