



**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 3 days x 6 hours = \$900 p/w contract rate

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**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.

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Validation:

Name:

Signature:

Date:

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#### Key Tasks:

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