



Job Description –
Gallery Executive (Business Development & Sales)

Overall Job Objectives:

To provide exceptional sales and business development support to STPI's key sales-driven initiatives, namely exhibitions and art fairs, to ensure the sustainability of the business

Primary responsibilities

Working closely with the Gallery Director to:

- Identify key business opportunities through evaluating and researching the international art market scene
- Review current sales options and determine suitable or most effective sales channels with a particular emphasis on online marketing channels
- Collate data of artwork prices and auction performances of all STPI artists (past, present and future)
- Keeping the Sales team informed of the industry trends, market activities

Project Related Tasks

Responsible for:

- Developing a sales strategy for STPI's social/online media platforms
- Creating sales materials and dossiers for prospective clients and responding to client queries
- Identifying sales tactics/strategies for available artworks in STPI's inventory in order for the Gallery Director to contact/present to clients or prospects
- Researching organizations and individuals (especially on social media) to identify new leads and potential new markets
- Attending to walk-in clients and sales previews

Work with the Sales team to:

- Identify strategic and targeted client and platform strategies to presell the artworks before art fairs or exhibitions
- Generate Job Order Forms upon agreed sales transaction to be submitted to Finance for invoicing
- Attend to online sales enquiries from STPI's online partner sites
- Provide post-project reports and analysis of sales performance to highlight key learning points and improvements

Others

- Collaborate closely with the Communications/Marketing team to boost STPI's social media presence where it concerns sales/artwork promotion
- Support the managing of Friends of STPI membership, program ideas, and communication channels
- Working closely with the Communications/Marketing as well as Education/Outreach team to develop sponsor partners for STPI's exhibitions and special projects
- Developing proposals and quotes for special events or specially commissioned works
- Ensure the upkeep of the gallery space
- Other duties as assigned

<p>Requirements:</p> <ul style="list-style-type: none"> • Strong IT / social media fluency • Energetic individual with passion for the visual arts, positive mindset, and able to work independently • Motivation for sales and business development with creative ideas • Organized and meticulous with follow-ups, multi tasking various projects at the same time • A team player who is supportive and cooperative of the gallery's initiatives, often contributing with innovative ideas • Possesses excellent writing, interpersonal, communication and presentation skills • Competent and current with the latest on social/online media trends • A Bachelor's degree/ Business degree, knowledge in the visual arts sector is an added advantage • Additional spoken and written language is an advantage • Conversant in MS Office and FileMaker
<p>Key Deliverables:</p> <ul style="list-style-type: none"> • Contributions to the Sales team in meeting the sales targets for the current financial year • Building new business opportunities and platforms

To apply for this position, please send your resume to hr@stpi.com.sg. We appreciate your understanding that only shortlisted candidates will be contacted.