

STPI
Creative Workshop & Gallery

JOB DESCRIPTION

Job Title	Senior Executive (Sales & Admin)
Job Level	Executive
Department	Sales
Reporting To	Gallery Director
Subordinate(s) (if applicable)	

Overall Job Objectives:

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

Core Responsibilities:

Work closely with Gallery Director to fulfil the following:

- Sales:
 - Identify strategic and targeted client/platform strategies to presell the artworks before art fairs or exhibitions
 - Maintain an organized client list/ sales records to create presales, client outreach strategies to generate relevant sales and client analysis
 - Organize all sales-related tasks for clients, acquisitions, consignments, loans, exhibitions and art fairs
 - Update sales/artwork information on online sites as well as attend to online sales enquiries from STPI's online partner sites
 - Generate Job Order Forms upon agreed sales transactions for submission to Finance for invoicing
 - Ensure that all administrative support for sales, including but not limited to preparation of price lists, exhibitions, art fairs and other sales materials, MOUs, agreements and invoicing is provided
 - Create monthly sales reports, Board Papers and KPI reports for the Ministry
 - Provide post-project reports and analysis of sales performance to highlight key learning points and improvements
- Project-related Tasks:
 - Creating sales materials and dossiers for prospective clients and responding to client's queries as and when required
 - Attending to walk-in clients and sales previews
- Others:
 - Collaborate closely with the Communications/Marketing team to boost STPI's social media presence where it concerns sales/artwork promotion

- Develop a sales strategy for STPI's online and social media platforms
- 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

Job Specifications:

- Energetic individual with passion for the visual arts
- Able to work with initiative, flexible hours and travel overseas
- Motivation for sales and business development with creative ideas
- Organized and meticulous with follow-ups, multi-tasking various projects at the same time
- Good team-player, positive attitude and able to work under stress
- Possesses excellent writing, interpersonal, communication and presentation skills
- Competent and current with the latest social/online media trends
- Bachelor's Degree - knowledge in visual arts sector is an added advantage
- Additional spoken and written language is an added advantage
- Conversant in Microsoft Word, Excel and PowerPoint

Key Deliverables:

- Contributions to the Sales Team in meeting the sales targets for the current financial year
- Building new business opportunities and platforms

Prepared By	Theresa
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Approved By	
Approved On	