

STPI Creative Workshop & Gallery	
JOB DESCRIPTION	
Job Title	Assistant Manager (Sales & Admin)
Job Level	Assistant Manager
Department	Sales
Reporting To	Gallery Director (and Manager, Registrar and Projects)
Subordinate(s) (if applicable)	Executive (Sales & Admin)
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 (and Manager, Registrar and Projects) to fulfil the following: <ul style="list-style-type: none"> • Sales <div style="margin-left: 20px;"> <i>Strategic</i> <ul style="list-style-type: none"> ○ 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 ○ Support Gallery Director to develop a sales strategy for STPI's online and social media platforms ○ Create yearly, monthly sales reports, Board Papers and KPI reports for Gallery Director ○ Provide post-project reports and analysis of sales performance to highlight key learning points and improvements </div> <i>Administrative</i> <ul style="list-style-type: none"> ○ Work closely and support Gallery Director & Manager (Registrar and Projects) to organize all sales-related tasks and events such as exhibitions, art fairs, acquisition/consignment/loan matters and any other ad hoc client requests ○ Provide impeccable administrative support to Gallery Director for sales matters - ensuring artist agreements, price lists, presales lists, weekly updates, inventory folder, Filemaker updates, etc are on track ○ Ensure that all sales/artwork information on online sites are regularly updated by the Sales Administrator ○ Ensure all sales enquiries from STPI's online partner sites are promptly responded to by Sales Administrator within 24 hours 	

- Oversee the prompt and accurate generation of all Job Order Forms (by Sales Administrator) upon agreed sales transactions for submission to Finance for invoicing

Client development

- Manage the Friends of STPI portfolio – from conceptualizing to execution of program ideas as well as ensuring the upkeep of administrative updates of this membership program by Sales Administrator
- Work closely with Gallery Director to plan and execute STPI's annual fundraiser event
- Create sales materials and dossiers for prospective clients and responding to client's queries as and when required
- Work closely with the Communications/Marketing as well as Education/Outreach team to develop sponsor partners for STPI's exhibitions and special projects
- Develop proposals and quotes for special events or specially commissioned works
- Others:
 - Supervision of all task requirements of Sales Administrator's portfolio
 - Work closely with Registrar and Finance depts to maintain an effective and streamlined sales process
 - Collaborate closely with the Communications/Marketing team to boost STPI's social media presence where it concerns sales/artwork promotion

Job Specifications:

- Bachelor's Degree in Business or Arts with at least 2-3 years of working experience
- Knowledge in contemporary visual arts sector is an added advantage
- 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
- 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	STPI HR
Date	12 June 2018
Updated By	Rita Targui
Updated On	15 April 2020
Approved By	Emi Eu
Approved On	28 April 2020