

<p style="text-align: center;">STPI Creative Workshop & Gallery</p>	
JOB DESCRIPTION	
Job Title	Senior Manager / Manager (Sales & Admin)
Department	Sales
Reporting To	Gallery Director
Subordinate(s) (if applicable)	Assistant Manager/Senior Executive (Sales & Admin)
<p>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.</p>	
<p>Core Responsibilities: Work closely with Gallery Director to fulfil the following:</p> <ul style="list-style-type: none"> ○ Sales <ul style="list-style-type: none"> <i>Strategic</i> <ul style="list-style-type: none"> ○ Assist the Gallery Director in strategic planning by identifying key sales trends, proposing targeted sales platforms and opportunities as well as developing the long-term and short term road map with the overall objectives for STPI in mind ○ Develop and maintain an organized client list/ sales records to create presales, client outreach strategies to generate relevant sales and client analysis ○ Monitor all sales activities and develop yearly, monthly sales reports, Board Papers and KPI reports for Gallery Director ○ Ensure timeliness on all fronts where deadlines are concerned ○ Provide post-project reports and analysis of sales performance to highlight key learning points and generate new data for strategies ahead <i>Administrative</i> <ul style="list-style-type: none"> ○ Work closely and support Gallery Director 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 all sales enquiries received via email or 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 <i>Client development</i> <ul style="list-style-type: none"> ○ Oversee the Friends of STPI membership portfolio – from conceptualizing to execution of program ideas, membership engagement and retention as well as ensuring the upkeep of administrative updates by Sales Administrator ○ Create sales materials and dossiers for prospective clients and responding to client's queries as and when required ○ Engage existing clients through innovative and creative content and campaigns independent from ongoing exhibitions 	

- 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

Fundraising and Sponsorship

- Work closely with Gallery Director to plan and execute STPI's annual fundraiser event and auction
- Oversee STPI's sponsorship portfolio by targeting potential sponsors (corporate and individual) to support exhibitions and artist residencies
- Develop and Maintain relationship with new & current sponsors and patrons to ensure long-term support for STPI
- Refresh of sponsorship decks to attract new and potential sponsors
- Others:
 - Supervision of all task requirements of Sales Administrator's portfolio
 - Work closely with Registrars and Finance depts to maintain an effective and streamlined sales process
- Collaborate closely with the Communications team to boost STPI's sales and marketing efforts through online platforms and social media

Job Specifications:

- Bachelor's Degree in Business or Arts with at least 8 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