

Art Assistant POSITION DESCRIPTION



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| POSITION TITLE: | Art Assistant |
| HOURS: | 5 days a week |
| SALARY: | \$55,000 per annum Salary packaging available |
| MANAGER: | Reports to Art Manager |

The Torch

The Torch is a not for profit community arts organisation that provides art, cultural and arts industry support to Indigenous offenders and ex-offenders.

The core business of The Torch is to address the over-representation of Aboriginal and Torres Strait Islander people within Victoria's justice system through its Statewide Indigenous Arts In Prison & Community Program.

About the role

Are you passionate about Indigenous art and culture and would you like to help build alternative pathways for Indigenous offenders and ex-offenders through art and cultural support?

If you are keen to work with The Torch and help make a positive impact on people's lives then we are interested in hearing from you.

The Torch currently employs an Art Manager and an Art Coordinator to manage the artwork, sales and exhibitions generated through the program. The Torch is currently seeking a third person to support the growing activities in this area.

The Art Assistant will support the Art Coordinator with the management of the artworks created through the program, including registration, storage, sales and exhibitions.

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Roles & Responsibilities:

Artwork management:

- _ Register and catalogue artwork and artist information into the Salesforce database
- _ Scan and file artist program forms
- _ Register artist information and file artist paperwork
- _ Maintain a regular Inventory of artworks and track item movement
- _ Coordinate photography of artwork
- _ Upload and manage digital image files
- _ Maintain a stock of program forms for use by the Arts Officers
- _ Liaise with the Indigenous Arts Officers to ensure program forms for each artist and each artwork are completed and received in a timely manner
- _ Maintain stable and secure storage of artworks
- _ Coordinate the stretching or framing of artworks as required including the transport to and from the supplier
- _ Provide support for exhibitions as required
- _ Assist with the preparation of exhibition thank you packs for artists and track their distribution
- _ Collate information and statistics for reports

Sales:

- _ Support artwork and merchandise sales enquiries, including preparing sales promotions to potential buyers, monitoring and processing online sales and supporting in-gallery sales)
- _ Coordinate the delivery of artwork to purchasers by office pick up mail, couriers etc.
- _ Process sales and invoicing on Salesforce



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- _ Package sold artworks and products ready for delivery and coordinate the delivery of artwork to purchases

Other:

- _ Provide front of house duties including answering the phone/door
- _ Assist with mailouts including the preparation of mailing list labels
- _ Take mail to the post office on a regular basis
- _ Develop and foster positive relationships with participants
- _ Other duties as directed by the Art Manager or Art Coordinator

Key Selection Criteria

Essential skills/requirements

1. Strong written and verbal communication skills and the ability to engage with a diverse range of stakeholders.
2. Collection management experience including registration, inventory, tracking item movement, and handling procedures.
3. Experience with collection management databases.
4. Strong organisational skills, demonstrated ability to set targets, prioritise and meet deadlines.
5. Attention to detail.
6. Computer skills with experience around emails, Microsoft Word, Excel.
7. Highly motivated and driven to achieve community development outcomes.
8. The ability to be flexible working within a small team environment and to respond to changes in priorities.
9. A full Drivers' License.

Desirable skills

1. Knowledge of Aboriginal art and experience working with the Aboriginal community.
2. Experience of working in a not for profit or small community organisation.
3. Experience working in a retail/sales environment.
4. Experience with a CRM database such as Salesforce

Application details

To apply for this role, send us your CV, a cover letter and please address the key selection criteria.

Send your application via email to Art Manager Nerissa Broben nerissa.broben@thetorch.org.au by **5pm, Friday 24th January 2020**

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Get in contact

Nerissa Broben, Art Manager

T: (03) 9042 1236 or 0400 050 923 (Wednesday – Friday 9am – 5pm)

E: nerissa.broben@thetorch.org.au