

# handmark

position description  
manager

77 salamanca place  
hobart

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Employment Condition: Full Time (Tuesday to Saturday)

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Contract Term: 24 months

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Start Date: August 2021

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Closing Date: Monday 5 July 11:59 PM

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Applications should be emailed to: Allanah Dopson, Director  
director@handmark.com.au

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Enquiries: Sarah Sansom, Manager  
hobart@handmark.com.au  
03 6223 7895

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## ROLE OVERVIEW

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Handmark Gallery forms an integral part of the Tasmanian Arts Community, discovering, supporting, and developing local artists. It represents over 80 artists and designers in Salamanca's creative precinct.

The Gallery Manager looks after the day-to-day operations of Handmark and is responsible to the Gallery Director. The Manager will engage with and develop relationships with artists, clients, work with team members and key stakeholders to ensure the successful artistic and commercial aspects of the Gallery are met.

Good organisational skills, communication, and interpersonal skills are essential along with artistic awareness and business acumen ensuring the Gallery operates efficiently and achieves its strategic goals.

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## QUALIFICATIONS

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- Qualifications in a relevant art or creative discipline including experience in retail, marketing and arts administration
- A driver's license.

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## WORKING HOURS

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Working hours are linked to gallery opening hours Monday to Sunday, 10 am to 5 pm. Flexibility is essential as exhibition openings are held every third Friday commencing at 5 pm.

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## SKILLS

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1. Excellent communication skills both written and verbal including the ability, and confidence to be able to deal with a range of personalities
  2. Retail experience, the ability to influence and 'close' a sale
  3. Proficient in Adobe Indesign and Photoshop, Microsoft Office Suite, Dropbox, and Mailchimp
  4. Excellent organisational and effective time management skills
  5. The ability to lead and motivate a team and the initiative, creativity, and resourcefulness to problem solve and work efficiently
  6. Knowledge of and interest in the Arts
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## SELECTION CRITERIA

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In your application, please include a current Curriculum Vitae including two referees and address the following criteria below.

1. Experience in the Arts Sector and knowledge of Visual Arts
  2. Experience in using Adobe creative suite in particular Indesign and Photoshop
  3. Experience in customer service and communication
  4. Experience in curation and management
  5. Why you would like to join the Handmark team?
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## DUTIES/RESPONSIBILITIES

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1. Be the main point of contact at the Gallery ensuring artists, clients and visitors are prioritized
  2. Develop, organise, market, and present the Gallery and its Exhibition Program including liaising with artists, scheduling, exhibition administration, documentation, installation, and de-installation of shows
  3. Curate and manage stock levels of permanent displays of jewellery, ceramics and design objects
  4. Assess and select artwork, curate, and price exhibitions in cooperation with the Director, artist/s, and technicians
  5. Design exhibition invitations, catalogues, labeling, artist statements, newsletters in hardcopy including uploading to online platforms such as the website and social media
  6. Upkeep and extension of client and artist database, archives and Gallery website
  7. General administration and accounts with gallery bookkeeper and Director
  8. Liaise with framers, couriers and general Gallery logistics
  9. Manage the staff roster
  10. Support the Director in the delivery of art consultations or other artistic programs as required
  11. Ensure Occupational Health and Safety requirements are met concerning staff and work area and COVID-19
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