

VANCOUVER ART GALLERY ASSOCIATION

ONE FULL-TIME EXCLUDED POSITION

TEMPORARY MATERNITY LEAVE

MANAGER, ART RENTAL & SALES

SUMMARY:

Reporting to the Chief Operating Officer, the Manager, Art Rental & Sales assists the Vancouver Art Gallery in meeting the objectives of its strategic plan by effectively managing a profitable art consignment program. This role requires a combination of artistic knowledge, business acumen and interpersonal skills. The ability to manage and lead a diverse team is a must which included a clear understanding of priorities.

The Manager of Art Rental & Sales actively solicits and cultivates clients and leads the sales team. The Manager will oversee, advise and provide direction on areas including but not limited to sales and rentals, client relations, networking, guiding daily operations and promoting the program through marketing networks and programs. This position is responsible for the financial performance of the Art Rental & Sales program, meeting sales targets, cultivating clients and ensuring a high calibre of art selection that meeting certain criteria. The Manager supervises Art Rental & Sales staff, and monitors a group of volunteers. This position maintains ongoing communication with the Gallery staff and senior management.

KEY RESPONSIBILITIES:

Meets the objectives and priorities of the Gallery's strategic plan to increase the Gallery's visibility provincially, nationally and internationally through a revenue generating art consignment program.

Responsible for the promotion and development of the Art Rental & Sales program's public profile in the local arts community through effective partnerships and collaborations with commercial galleries, artist run centres and arts institutions. Networking and business development activities are an important element of the role in addition to overall management activities described below.

Working with the Finance team, prepares the annual budget and annual business plan, monitors revenues and expenses, and adjusts resources in response to sales results.

Manages the process related to operations including generating monthly financial statements, monthly client statements of account and quarterly payments to consignors and ensures that the team actively collects on overdue accounts.

Responsible in an accurate and timely manner, for the annual Open Call for Submissions to the Art Rental & Sales program, including but not limited to setting timelines, submission criteria,

correspondence with applicants, soliciting members of the selection committee, scheduling meetings and acting as committee chair.

Responsible for the ongoing analysis, selection process and exchange of consigned Canadian artworks to be used as inventory in the Art Rental & Sales program. The selection process and procurement of artworks may include but is not limited to artist studio visits, public art events and art exhibitions. Ensures the artwork chosen for the program enhances and promotes the Gallery's strategic plan, is a reflection of the contemporary Canadian art community and in doing so, ensures a good return on sales.

Recruits, hires, trains and supervises Art Rental & Sales staff, performs regular staff evaluations and provides strong leadership and mentorship. Sets monthly sales targets, coaches and manages staff in achieving same. Develops and implements a policy of exceptional client relations and customer service and is responsible for the adherence of AR&S staff and volunteers to that policy. Works with the Vancouver Art Gallery's Volunteer Coordinator to interview and select volunteers for Art Rental & Sales.

Responsible for the selection, scheduling and programming of the Art Rental & Sales Featured Artist, which includes but is not limited to Showroom exhibitions, artists talks, Showroom tours, and other special events.

Responsible for Art Rental & Sales consignor contracts, copyright agreements, transportation contracts, and insurance contracts seeking the appropriate counsel when required to ensure they are sound, standardized, user-friendly and represent institutional needs. Updates or drafts new contracts as required.

Works to establish effective operating policies and procedures and ensure adherence to the same by staff.

Provides accurate and timely Art Rental & Sales marketing content for the Gallery's website, publications and social media platforms.

Oversees the transport of artworks for Art Rental & Sales consignors and clients in a secure and cost effective manner.

In keeping with budgets and operating procedures, oversees and advises the Art Rental & Sales Showroom Assistant in the timely repair and maintenance of damaged inventory artworks. In consultation with the Chief Operating Officer, reports, files and oversees all inventory insurance claims as necessary.

Develops, demonstrates and implements the highest level of consignor relations, client relations and customer service. Establishes and ensures adherence to Showroom operating policies and procedures. Reviews and resolves complaints from Art Rental & Sales clients, consignors and the general public and works within the Gallery guidelines to resolve them. Works with sensitive information and preserves confidentiality.

Respects the privileged nature of information obtained through this position with the Gallery and must not in any way discuss or disclose this information to other employees or to persons or organizations outside the Gallery except as authorized. Takes all reasonable care to prevent its examination by unauthorized employees or members of the public.

These duties and responsibilities outlined above are representative, but not all inclusive. Other related duties may be required to meet the objectives of the program.

QUALIFICATIONS:

The successful individual will have a post-secondary degree in Art History, Fine Arts, Business Administration, Museum Studies or equivalent. Five plus years, experience leading a diversified team in an art gallery or art retail setting is a priority. The applicant must have a working knowledge of business principles, sales and practices including financial statements and budgeting. Must have excellent communication and organizational skills. Must have experience in planning, coordinating and executing marketing strategies and events . Computer proficiencies with database, accounting, website and MS Office is an asset.

APPLICATION DEADLINE: Please mail or fax your resume to the Director of Human Resources by Friday, August 4, 2017 Vancouver Art Gallery, 750 Hornby Street, Vancouver, B.C. V6Z 2H7, Fax: (604) 682-1086, email hr@vanartgallery.bc.ca