

Job Title: Art Sales Manager, Kala Art Institute
Department: Gallery
Direct Report: Executive Director
Hours: 36 Hours/Week, Tues-Fri, 10am-5:30 pm, Saturday, 11am-5pm
(with 4 flex hours and hours adjusted for special events)
Compensation: Salary TBD
Benefits: Comprehensive Benefits Package after 3 months

Kala Art Institute, a non-profit arts organization in Berkeley, CA is looking for an Art Sales Manager to oversee day-to-day operations and management of Kala's art sales program and to work as part of the gallery team on the auction, facility rentals, special events, art fairs, off-site curatorial and pop-up projects. We're seeking someone who is detail-oriented with strong communication and marketing skills and the ability to connect with artists and buyers, prepare invoices, collect, and track payments, and promote art sales and Kala programming through social media, printed materials, and online marketing.

ART SALES (Year-round)

- Manage Kala's Art Sales program and maintain print room, with focus on safe storage and artwork presentation.
- Meet with artists to select works for sale. Prepare contracts; advise on pricing
- Oversee data entry of consigned artwork into ArtBase database.
- Photograph works, and prepare and upload images to database and website.
- Work with individual and corporate clients to select artworks for homes/offices, advising with regard to the client's tastes, space requirements, and budget.
- Cultivate working relationships and strategic alliances with consultants in order to promote work by Kala's artists.
- Facilitate artist and client introductions, negotiate site-specific commissioned work and arrange for studio visits.
- Follow-up on client inquiries, send pricing information, images, and proposals.
- Prepare sales invoices, artist commission statements, and track payments.
Select and manage interns to assist with day-to-day art sales operations.

AUCTION (Dec-May)

- Serve on auction committee: attend all auction meetings; help plan Gala.
- Work with Gallery Director to compile list of invited artists, send invitations, follow up on inquiries, select works, handle pricing, bid sheets, and images.
- Seek out pro-bono framing and arrange for delivery and pick-up of all works.
- Meet with auctioneer before the event to strategize about the live auction, write script and create wall text for the live auction program.
- Work with Gallery Director to lay out auction exhibition, cultivate buyers, and promote Preview Party, special auction events, and Gala.
- Organize return of all unsold artworks.

MARKETING

- Research and maintain list of media resources for marketing. Strategize on ways to reach new audiences and clients and connect with art collectors.
- Promote art sales program, auction, and special projects through social media posts, writing content for Kala's weekly e-newsletters and other media outlets.
- Research and implement new platforms to show and sell artwork online.

SPECIAL PROJECTS (Art Fairs, Curatorial Projects, Pop-up Sales, etc.)

- Art Fairs (Art Market, CODEX) - Source works from artists; Design booth layout; Arrange for delivery and installation; Create signage, price lists and marketing materials; Schedule staffing; Act as ambassador for Kala providing visitors w/ Kala info; Follow-up on leads after the fair.
- Outside Curatorial (City of Berkeley Civic Center Show and other projects).
- Pop-up sales (Holiday pop-up sale, fall online auction, and other projects).
- Organize print presentations for museum groups and classes.

GALLERY AND OTHER KALA RESPONSIBILITIES

- Share responsibility for maintaining gallery hours and being available for evening events.
- Work with event rental team to staff and manage facility rentals.
- Work gallery openings, laying out selection of prints for visitors.
- Assist with gallery special events including artists' talks, donor cultivation, etc.
- Attend staff, programming, marketing meetings and serve on committees like auction and strategic planning,

QUALIFICATIONS

- BA degree in Art, Art History, Printmaking, or Museum Studies
- Knowledge of and connections with Bay Area Art Community
- Previous arts sales experience and a minimum of 2-5 years related museum or gallery experience. Non-profit experience is a plus.
- Experience with handling of unframed fine art prints
- Excellent written and verbal communications skills
- Proficiency with Mac OS, Filemaker Pro, ArtBase, Wordpress, Excel, Adobe Creative Suite, Social Media Platforms (Instagram, Twitter, Facebook)

To apply, please send letter of interest and resume to:

Mayumi Hamanaka, Kala Gallery and Communications Director
mayumi@kala.org

Deadline for applications, Monday, July 9, 2018