



Gallery Assistant

Casual Position (30-40 hours per week)

(Translates as 3 days/4 days alternate weeks)

Positional Overview

Bundarra Gallery is seeking a highly motivated, customer focused gallery sales assistant to work within a dynamic team in a well known and reputable Art Gallery in Port Douglas. The business is expanding and we are very excited to be able to offer this position to the right person to help us to recognise and achieve our new business direction focus.

The Gallery is in the heart of Macrossan Street and the position responsibilities include:

- maximising sales of high end Contemporary Aboriginal Art
- daily operational duties to ensure a seamless and efficient customer service including general administration skills and working with a Point of Sale system and credit facilities
- working within a gallery environment including art handling and display

We are looking for an exceptional person to fill this unique and enjoyable position within a small but dynamic team. We are looking for a well groomed, motivated person with an instinctive customer focus on sales and a drive to achieve beyond expectations. Practical knowledge and experience in the Aboriginal arts industry is a plus but we are willing to train up and provide an excellent opportunity to the right person who is passionate and looking for an excellent and enjoyable career. Port Douglas is a 50 minute scenic drive from Cairns. A very attractive per hour salary is offered and a shared commission on sales is an added team incentive.

Visit www.bundarragallery.com.au to obtain more information about the position (under Positions Vacant) or call Ally to be sent or emailed position details or to enquire about the position.

Applications addressing the position and person criteria with an introduction letter and three references are to be emailed to ally@bundarragallery.com.au or mailed/delivered to the Gallery located at

1-2, 31 Macrossan Street, Port Douglas, Queensland, 4870

Applications close Friday 11 December 2009

Contact: Ally Fitzpatrick, Director, Bundarra Gallery on 0402 995 167 or Angela Sausman, Assistant Manager, Bundarra Gallery on 07 4099 5611

Position Title: Gallery Assistant, Bundarra Gallery

Reporting to:

The position reports directly to the Assistant Manager of Bundarra Gallery, Angela Sausman. They are responsible overall to the Director of Bundarra Gallery, Alison Fitzpatrick and the Owner and Director of Bundarra Gallery, Golan Ayalon.

In conjunction with the Directors/Owner and Assistant Manager, the position requires achieving the overall position goals and performing duties as outlined below. The position requires consultation with fellow colleagues, suppliers, clients, patrons and business connections that support the business of Bundarra Gallery

Overall Position Goals:

Bundarra Gallery is a commercial art gallery operating from Macrossan Street in Port Douglas. It specialises in the sale of high quality contemporary aboriginal art and artefacts. The Gallery Assistant's main positional goal is to sell works from within the gallery. In this way the position requirements are that of a highly developed, motivated and specialised sales person who can achieve this goal whilst maintaining the qualities observed throughout the gallery and its high end market reputation.

The position requires that the successful applicant will be able to adapt quickly to the position including quickly coming up to speed with product itself ie knowledgeable in all areas of aboriginal art and sales of such product, to be energetic, well presented and be able to work within a team who enjoy their positions and the challenges set for maximising the commercial viability of the gallery.

The position also requires a dedicated level of administrative and data entry support as requested including general administrative duties, certificate making and filing, photography and file management, stretching of canvas, stock ordering as directed etc as outlined in the duties below. Other business development areas will include exhibitions, website sales and new business as it arises. The Owner and Directors of the Gallery hold high expectations in all areas associated with sales and display within the Gallery and as such remunerates at a level expected of the position.

Position Specification:

Key Responsibilities/Duties

The Gallery Assistant assists the Directors and Owner of Bundarra Gallery by:

- contributing to maximum sales and the commercial viability of the Bundarra Gallery including meeting set targets
- contributing to the high reputation of Bundarra Gallery as a specialist gallery selling aboriginal art
- contributing to the management of the business as a seamless well presented business within Port Douglas, nationally and internationally
- ensuring that the operation of the Bundarra Gallery is conducted in an efficient and accountable manner, including:
 - operating a point of sale computerised system including data entry
 - facilitating the provision of credit facilities
 - accurate entry of data for cash reconciliation and stock control
 - assisting with the production of reports daily, weekly and monthly
 - following procedures set out within the manual and ensuring systems are in place for the next staff person
 - contributing to Gallery stocktake's as required both manually and in relation to the computerised stock control system
- Contribute to the high reputation of Bundarra Gallery for the sale of aboriginal art and artefacts by:
 - maintaining the physical appearance of the Gallery and the presentation of works to an extremely high standard
 - conducting all business transactions in an ethical manner and ensuring a high standard of service in all dealings with clients
 - completing tasks required such as providing certificates of authenticity, information and necessary material when selling art
 - assist to measure, record and display, including hanging art and displaying artefacts as is required, ability to wrap and freight objects appropriately, stretch canvases as required and general art handling
 - regular cleaning of the gallery and back workspaces, ensuring the back stockroom is always kept tidy and safe
 - communicating with staff in all areas required within a shift including the relaying information accurately to ensure seamless operation and notifying what needs to be ordered and/or replenished
 - providing accurate, detailed and helpful assistance to encourage sales and in response to all specialist and general inquiries
 - developing and maintaining knowledge in the specialist field of aboriginal art and artefacts and other merchandise
- Assist in the achievement of equal employment opportunity and occupational health, safety and welfare goals.

Person Specification

Demonstrated Personal Abilities/Aptitudes/Skills

- ability to work in an energetic, motivated and flexible team environment
- ability to work in a gallery and retail environment
- ability to maximise sales effectively in a commercial environment
- ability to maintain a well groomed, friendly and courteous manner
- ability to provide accuracy at all time including money handling, data entry, communication and ordering if required
- ability to perform high level customer service duties at all time including during busy trading periods
- ability for good communication skills (verbal and written)
- ability to initiate tasks, listen, receive and act on instructions

Demonstrated Experience

- experience in generating high level sales
- experience within a retail operation including money handling
- experience within an art gallery environment and with art handling
- experience with a computerised point of sale system and computer literate
- experience in working within a small enthusiastic team environment

Preferable Knowledge

- knowledge within or of the visual arts
- knowledge of Aboriginal art and artefacts
- knowledge in the art of achieving successful sales
- knowledge and an understanding of ethics required relating to working within a gallery environment including working with aboriginal people and the indigenous communities of Australia
- knowledge of high end customer service
- knowledge of occupational health and safety and equal employment opportunity practices

Commission Incentive

On top on an agreed hourly rate (determined on the level of experience and knowledge of the candidate) – a shared commission applies.

CONTRACT OF EMPLOYMENT

BETWEEN: BUNDARRA GALLERY
(the Employer)

AND: _____
(the Employee)

COMMENCEMENT DATE: _____

IT IS AGREED:

1. The Position

1.1. The position will be called Gallery Assistant, Bundarra Gallery and duties and responsibilities of the Employee are:

1.1.1. to perform the duties as Gallery Assistant as described in the **attached** job and position description (Appendix 1); and

1.1.2. to comply at all times with the Employer's Policy and Procedures Manual; and

1.1.3. as directed by the Gallery Director and/or Director of the Company (the Employer), as varied from time to time to allow the Employer to respond to changes to its requirements.

1.2. The Employee is employed on a casual basis for hours as specified per week at the rates of remuneration set out in clause 3 below.

2. Salary

2.1. The casual salary is at a base rate as agreed per hour before tax. Further increases in the hourly salary rate will then be determined based on levels of performance over time.

2.2. As this is a casual position, no overtime, loading, sickness or leave entitlements (ie holiday pay) apply.

2.3. Staff will be paid on a weekly basis.

2.4. The hourly rate **excludes** the amount payable by the Employer pursuant to the Employer's statutory obligation to pay superannuation

at the rate prescribed by law on behalf of the Employee, and will absorb any increase to that statutory obligation.

2.5. In the interest of the commercial nature of the company, a structure of commission as tabled in Appendix 2 is determined and will be paid on top of the per hour salary outlined in 2.1 if achieved. This may be reviewed by the employer at any time and be renegotiated with the employee at any time as deemed.

2.6. As this is a casual position, there will be no leave, overtime, loading or sickness provisions or ongoing entitlements. If they form part of your roster, public holiday's and similar will be worked based on no increase to the base rate salary.

3. The Working Environment

3.1. Smoking

Smoking is not permitted on the Employer's premises.

3.2. Internal Policy and Procedures

3.2.1. The Employee must comply with:

- ◆ The Employer's policies and procedures manuals, and its operational rules; and
- ◆ Any anti-discrimination, sexual harassment, and occupational health and safety policies or laws.

3.2.2. The Employer will ensure copies of these policies and procedures are available to the Employee.

3.3. Hours of Work

3.3.1. The Employer's normal opening hours are 10am to 8pm, seven days per week. The Employee is expected to work three to four times (ie 10 hour shifts) within these hours in the Gallery per week ie 70 hour fortnight.

3.3.2. As the Gallery is a seven day operation, weekend work will be required, though this is shared alternately with another casual staff member.

3.3.3. The employee will commence work at 9.45am to clean and prepare the Gallery and ensure it is ready for trading by 10am. For this, one hour per week will be paid. Not abiding by this will forfeit this allowance.

3.3.4. It may be necessary to work outside normal business hours ie functions, events, exhibitions and the Employee is expected to comply with any reasonable direction to do so as is required.

3.4. Confidentiality

- 3.4.1. The Employee during employment or after termination will not reveal any information or material during and obtained in the course of his/her employment about any client of the Employer or use the information or material in a way that is detrimental to the client's/employer's interests.
- 3.4.2. The Employee during employment or after termination will not divulge to any person any information relating to the gallery, its services, business dealings, suppliers, finances, computer information, or any other systems of the Employer or any associated identities of the Employer, without prior consent of the Employer.
- 3.4.3. The Employee during employment or after termination will not divulge any confidential information, acknowledges proprietary rights, return of information and documents and will not solicit, or interfere with the workings of the employers business.

3.5. *Precedents*

- 3.5.1. All documents, precedents and client's databases which have been developed by the Employer, or the Employee, will at all times remain the property of the Employer; and can only be removed or copied in whole or in part with the prior agreement of the Employer.

3.6. *Employment*

- 3.6.1. Unless otherwise agreed during the course of her employment, the Employee shall not be employed or engaged in a role associated with aboriginal art, or in connection with, any business or service that relates to the business of the Employer.
- 3.6.2. There will be a three month review after the contract commencement date to decide whether the employee is suitable to continue in the role.

4. Termination

- 4.1.1. Either party may terminate this agreement by giving an agreed period of notice in writing, to the other (determined at 2 weeks notice or as agreed)
- 4.1.2. The Employer may terminate this contract of employment without notice where the Employee:
- 4.1.3. commits any serious or persistent breach of any of the provisions of this contract of employment;
- 4.1.4. is guilty of any serious misconduct or wilful neglect when discharging his/her duties;
- 4.1.5. is permanently unable to perform the duties of his/her employment by reason of illness or injury.