



Liverpool Art Fair 2017

Sales Assistants Application Pack

Introduction:

We are delighted to announce that Liverpool Art Fair is back for a sixth year, bigger and better than ever before! In 2017, the event will be part of the Pier Head Village and take place in a purpose built art gallery on Liverpool Waterfront for ten weeks, giving talented local artists the opportunity the showcase their work to a huge audience of locals and tourists.

We are now looking for three Sales Assistants to help with the day to day running of the event.

Applicants will ideally have an arts background, with a proactive and positive approach and experience in retail or sales roles. The Sales Assistants will be responsible for dealing with the general public and providing an excellent first impression and therefore must be confident, presentable and professional.

The successful candidates will be independent, practical and resourceful as they will be working in a small team and covering a variety of roles. Excellent inter-personal and organisational skills will also be vital to ensure the event runs smoothly day to day.

This will be fixed term contract from 30th June – 11th September.

Two posts will be for 35 hours per week (5 x days per week)

One post will be for 28 hours per week (4 x days per week)

Please send a CV and supporting letter outlining relevant skills and experience, in response to the information provided, by email to: info@liverpoolartfair.com.

Deadline for applications: 5pm, Wednesday 7th June 2017.
Interviews will take place week commencing 12th June 2017.

Background:

Liverpool Art Fair is an annual event which aims to showcase a wide range of affordable original art by a plethora of local artists; providing a unique insight into the region's creative talent and the opportunity for everyone, from seasoned collector to first time art buyer, to own their own piece of the Liverpool art world.

Liverpool Art Fair was launched in May 2012 as part of the inaugural Liverpool Art Month, at the then brand new Camp and Furnace, which again hosted the event in 2013. In 2014 we moved The Gallery Liverpool, where the event was held for three years. Each year we have showcased the work of almost 100 artists, selected from hundreds of submissions. This new partnership with the Pier Head Village allows Liverpool Art Fair to not only extend its time frame from 4 days to 10 weeks but also increase its visibility and reach with this fantastic new location. We will also be able to include many more artists work and are therefore encouraging all artists based within a 35 mile radius to submit work.

Liverpool Art Fair 2017 will take place from 1st July - 10th September, at Liverpool's Iconic Waterfront, as part of the Pier Head Village.

Job Description:

Job Title:	Sales Assistant
Salary:	£7.50 per hour (25 years and over) £7.05 per hour (21-24 years) / £5.60 per hour (18-20 years)
Hours:	Post 1 – 35 hours per week (Sunday to Thursday, 12-7pm) Post 2 – 35 hours per week (Tuesday - Saturday, 12-7pm) Post 3 – 28 hours per week (Friday - Monday, 12-7pm)
Contract Length:	Fixed Term from 30 th June – 11 th September 2017
Location:	Liverpool Art Fair, Pier Head, Liverpool
Responsible to:	Board of Directors, dot-art
Reporting to:	Managing Director / Gallery Manager, dot-art

Job Purpose

To provide administrative and sales support for Liverpool Art Fair during its opening hours. To act as first point of contact for visitors, providing information, answering questions and processing sales, as well as keeping accurate and comprehensive records. To actively sell the art work on display as well as liaise with artists when necessary.

Main Duties

- Opening and closing of venue at set times
- Staffing the event during opening hours.
- Act as first point of contact for all visitors.
- Ensure the venue is presented well at all times.
- Answer questions about the art work and artists on display.

- Encourage / develop sales of art work.
- Process sales.
- Keep accurate sales records.
- Keep visitor number records.
- Restock / rehang art work where necessary.
- Report to line manager on daily basis
- Cleaning of venue on daily basis.
- To undertake other duties as may be reasonably required within the general terms of this Job Description.

Person Specification:

Essential

- Educated to A Level standard or equivalent.
- Retail / sales experience.
- A genuine interest in the arts sector and the visual arts in particular.
- A confident and outgoing personality.
- Proven ability to work on own initiative and as part of a small team.
- Excellent organisational skills, self-motivation and the ability to multi-task.
- Excellent verbal communications skills.
- Excellent attention to detail

Desirable

- Educated to degree level.
- Interest to building a career in the arts.
- Experience of promotion and marketing for creative programmes and events.
- Knowledge and understanding of the arts sector in Liverpool and the North West.

To Apply:

Please send a CV and supporting letter outlining relevant skills and experience, in response to the information provided, by email to: info@liverpoolartfair.com.

Deadline for applications: 5pm, Wednesday 7th June 2017.
Interviews will take place week commencing 12th June 2017.

Liverpool Art Fair
www.liverpoolartfair.com
 0345 0176660