



Liverpool Art Fair 2018

Sales Assistants Application Pack

Introduction:

For 10 weeks in 2017, [Liverpool Art Fair](#), as part of Pier Head Village, took up residence on the iconic Liverpool Waterfront, in the shadow of the Port of Liverpool Building and the Museum of Liverpool. The event was a huge success, welcoming over 25000 visitors, showcasing the work of over 100 local artists in a purpose-built gallery constructed from five shipping containers and selling hundreds of art works, priced from £20 to £2000, to customers from across the region, the country and the world! After the success of our move to the Pier Head, we will once again be taking up residence on Liverpool Waterfront this summer.

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 mid July – 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: 9am, Wednesday 13th June 2018.

Interviews will take place week commencing 18th June 2018.

Background:

Liverpool Art Fair is an annual event which started in 2012, aiming 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 to The Gallery Liverpool, where the event was held for three years. Last year, for our sixth fair, we were invited to relocate to the Pier Head and also grew from a 4 day to a multi week event.

Liverpool Art Fair 2018 will take place from mid-July to 9th September, at Liverpool's Iconic Pier Head, as part of the Pier Head Village

Job Description:

Job Title:	Sales Assistant
Salary:	£7.83 per hour (25 years and over) £7.38 per hour (21-24 years) / £5.90 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 mid July – 11 th September 2018
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.

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