



## Liverpool Art Fair 2019

### Sales Assistants Application Pack

#### Introduction:

For its eighth year in 2019, we are bringing [Liverpool Art Fair](#) into the heart of the city centre thanks to our new partnership with Liverpool's most stylish designer shopping mall, Metquarter. This exciting new venue, which also recently welcomed the sophisticated Everyman Cinema, will allow us to hold our longest event yet, running for 80 days from mid-June. We will be open to the public 7 days a week, from 14<sup>th</sup> June– 1st September 2019 and will be staffed Wednesday – Sunday, 12-6pm.

**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 13<sup>th</sup> June – 3<sup>rd</sup> September.

- One post will be for 30 hours per week (5 x days per week)
- One post will be for 18 hours per week (3 x days per week)
- One post will be for 12 hours per week (2 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](mailto:info@liverpoolartfair.com).

**Deadline for applications: 9am, Thursday 16<sup>th</sup> May 2019.**

**Interviews will take place on Wednesday 22<sup>nd</sup> May 2019.**

## 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. In 2017, we were invited to relocate to the Pier Head and also grew from a 4 day to a 10 week event. We held very successful events here for two years, in a purpose-built gallery constructed from five shipping containers, welcoming over 40000 visitors, showcasing the work of over 100 local artists each year and selling hundreds of art works to customers from across the region, the country and the world!

**Liverpool Art Fair 2019 will take place for eleven weeks across the summer, in an exciting new exhibition space within Metquarter in the heart of Liverpool's shopping district.**

## Job Description:

<b>Job Title:</b>	Sales Assistant
<b>Salary:</b>	£8.21 per hour (25 years and over) £7.70 per hour (21-24 years) / £6.15 per hour (18-20 years)
<b>Hours:</b>	Post 1 – 30 hours per week (Wednesday to Sunday, 12-6pm) Post 2 – 18 hours per week (Thursday - Saturday, 12-6pm) Post 3 – 12 hours per week (Wednesday & Sunday, 12-6pm)
<b>Contract Length:</b>	Fixed Term from 13 <sup>th</sup> June – 3 <sup>rd</sup> September 2019
<b>Location:</b>	Liverpool Art Fair, Metquarter, Liverpool City Centre
<b>Responsible to:</b>	Board of Directors, dot-art
<b>Reporting to:</b>	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.
- Manage social media accounts.
- Restock / rehang art work where necessary.
- Report to line manager 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:**

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[liverpoolartfair.com](http://liverpoolartfair.com)  
0345 0176660