Papunya Tula Artists Pty Ltd
www.papunyatula.com.au

Job Description

Gallery Sales Manager

Position title:	Gallery Sales Manager
The Company:	The Papunya Tula art movement began in 1971 and in 1972 the artists successfully established their own company. The Company is entirely owned and directed by traditional Aboriginal people from the Western Desert, predominantly of the Luritja/Pintupi language groups. It has 50 shareholders and now represents approximately 150 artists. The aim of the company is to promote individual artists, provide economic development for the communities to which they belong, and assist in the maintenance of a rich cultural heritage.
Reporting to:	Business Manager and General Manager
Hours:	Full-time, 32.5 hours per week. Overtime is required during busier periods
Location:	Residency based in Alice Springs NT
Salary Package:	Commencing $73,497.42 per annum (exclusive of overtime), including 12% superannuation. Leave entitlements include 6 weeks annual leave with 17.5% leave loading, and annual flight allowance on completion of first year

Papunya Tula Artists Pty Ltd
www.papunyatula.com.au

Duty Statement

Working hours are full time, between 9.00 am and 4.00 pm Monday to Friday. Overtime and Saturday work between 10.00 am and 12.00 pm or 1.00 pm is required during busier periods. Overtime is paid in addition to the base salary.

- Coordinate gallery sales across retail and online platforms.
- Liaise with clients, private collectors, gallerists and institutions regarding consignments, acquisitions and exhibitions.
- Curate and hang rotating exhibition in gallery space, including updating catalogue
- Co-curate and coordinate annual Desert Mob exhibition
- Artist liaison, including arts facilitation with artists in Alice Springs
- Photograph artworks and regularly update website.
- Manage point of sale software (Reckon Accounts), including entering new items, deleting sold items and applying payments.
- Process company banking, including cash and cheque sales, artist loan repayments, artist resale royalties, and artist copyright payments.
- Update and manage artwork archive, painting information and photographs.
- Maintain a neat, clean gallery space and maintain stationary stores.

Open the gallery each day, ensuring it is clean and tidy before the start of trade. The floor is swept and glass doors cleaned each morning. Ensure gallery lighting is in order and replace any blown light bulbs. Open the point of sales software (Reckon accounts) and collate any eftpos or credit card receipts from the previous day with the relevant reconciliation receipt.

Provide assistance to clients including visitors to the gallery space, private collectors, and public arts institutions. This comprises offering information and answering queries about the company, the artists and the art work. Papunya Tula Artists has a proud history as a highly successful Aboriginal owned and directed business. This is a unique point of interest worth communicating to visitors.

Process direct deposits as notified by accountant. After applying payment, email client the updated or settled invoice.

Respond to email enquiries.

Process sales using the company's point of sales software: Reckon Accounts. Provide the customer with an itemised sales receipt. Ensure items are 'crossed' off inventory when purchased. Crosscheck the online gallery after every gallery sale, deleting items that have sold.

Maintain the wall display within the gallery space. It is important that sold works are replaced in a timely manner. Ensure that there is a broad representation of artists incorporated within the

display. There may be events (such as Desert Mob) that call for specific curation. Liaise with the Business Manager and General Manager at these times.

Update the gallery catalogue when necessary, ensuring that it accurately reflects the artworks displayed on the walls.

Re-stretch paintings as needed for wall display. Maintain an inventory of stretchers and place orders as required.

Maintain the painting storage shelves. Ensure that customer holds, laybys, and paintings to be photographed for the website are stored on the relevant shelf.

Management of the company's e-commerce. Upload new paintings regularly to the online gallery ensuring that it promotes the breadth of the artists that are associated with the company. Ensure that item information and pricing is accurate (i.e. Paintings by the same artist of matching size are priced equally).

Regularly check that stock featured on the website is indeed available. Delete items from the website as they sell.

Prepare and arrange the dispatch of artworks to be freighted domestically or internationally in a timely manner. Artworks need to be packed securely to withstand courier handling and adverse weather conditions. Ensure all relevant documents are enclosed with the artwork (company profile, certificate of authenticity and artist CV where applicable); and freight documents in order (address label, courier consignment note, customs declaration for international freight). Advise clients of courier tracking number so they may make use of online tracking services.

Maintain accuracy of stock database held in Reckon Accounts. Perform a monthly inventory check to ensure sold items have been 'crossed off'. This procedure is of particular importance prior to the annual stocktake.

Add new stock to the inventory using the field notes created upon a painting's completion. Scan and email the processed field notes to the accountant, then file them within the relevant folder.

Perform client statement runs every second month. Keep track of layby payments and contact clients to discuss layby payment matters when necessary.

Process company banking as required. This includes cash and cheque sales, artist loan repayments, artist resale royalties, and artist copyright payments. Ensure that sums are balanced before banking cash and cheques.

Administration of consignments. This involves preparation of consignment agreements and other associated documents such as consignment notes, certificates of authenticity, and artist CVs. Adjust consignment items to the relevant sub category within Reckon Accounts in reference to the consignee's assigned number, and record consignment date. Invoice consignees upon confirmation of consignment sales. Contact consignees to request the return

of unsold items at the end of the agreed consignment period.

Administration of processed purchase orders.

Maintain stationary stores and place orders when required.

Papunya Tula Artists Pty Ltd
www.papunyatula.com.au

Selection Criteria

Essential

a. Demonstrated ability to maintain strict confidentiality, reliability and trustworthiness.

b. Demonstrated communication skills, both oral and written. Ability to effectively communicate with, and be sensitive to, the cultural protocols and needs of Aboriginal people within a cross-cultural environment. Excellent negotiation skills are required when dealing with artists and members of the public.

c. Ability to take direction from Management and prioritise your work.

d. Possession of a Northern Territory Drivers Licence or the ability to obtain one at the time of commencement of the role.

e. Demonstrated ability to be adaptive, support others and the ability to work in a close team environment.

f. Demonstrated computer skills including proficiency with word processing, e-mail, internet and data base applications. Experience using programs such as MS Word and Excel on PC and or Macintosh platforms.

Highly Desirable

Understanding and knowledge of Western Desert painting traditions and capacity to recognise significant works of art.

Previous Art Centre administration experience within the Aboriginal art industry.

Experience in, or knowledge of basic conservation, handling and storage requirements for preservation of paintings.

Familiarity with one or more of the following languages – Pintupi, Luritja or Warlpiri

Papunya Tula Artists Pty Ltd
www.papunyatula.com.au

Application Information

In your application you must address the selection criteria and demonstrate your competency and suitability for the position. Include examples of your experience and knowledge. You must meet all essential selection criteria to be considered for the vacancy.

Please attach a cover letter and forward a current copy of your resume noting three professional referees.

Successful applicants will be required to undergo a criminal history check before the selection process is finalised.

Applications should be marked to the attention of 'Business Manager' and forwarded by one of the following methods:

email: projects@papunyatula.com.au
post: PO Box 1620 Alice Springs NT 0871
fax: 08 8953 2509

For further information please contact General Manager, Papunya Tula Artists Pty Ltd, by email: projects@papunyatula.com.au or telephone: 08 8952 4731, Monday to Friday 9am to 4pm

Closing date for all applications:

Friday 4th December 2026