



The Institute of Modern Art (IMA) has been the leading independent forum in Queensland, Australia, for the production, presentation, and circulation of contemporary art and discourse for over forty years.

In 2015, the IMA's program reached close to 200,000 people, with 91% of visitors rating our programs as good or excellent. Over the next five years, we have firm targets to grow this audience annually. With this ambition in mind, the Visitor and Bookshop Assistant is an essential role. We are looking for an outgoing individual who will be the IMA's front of house and oversee our bookshop. The new member of this dedicated team must be self-motivated, people oriented, and passionate about contemporary art.

We are committed to a high level of visitor experience. As Visitor and Bookshop Assistant you are responsible for greeting visitors, giving impromptu tours and selling books and editions in our store. You will also be working closely with our Public Engagement Officer to deliver a range of public programs in the bookshop and gallery spaces.

### **Visitor and Bookshop Assistant**

Full-time, Tuesday through Saturday. Salary range: \$40-45,000, pro-rata (commensurate with experience and qualifications).

### **Candidates must demonstrate**

- An understanding of contemporary art and culture;
- Organisational and administrative skills;
- Be detail oriented and have some retail experience;
- Excellent verbal and written communication skills;
- The ability to work collaboratively with others, both internal and external to the organisation.

### **Desired skills and qualifications**

- University degree in art history, fine arts, arts management, or related fields;
- Experience working at a contemporary art gallery or other cultural organisation;
- Experience in a retail environment, including handling cash, EFTPOS and PayPal transactions;
- Experience with the audio-visual technologies and software used in presenting events (PA systems, projectors, Powerpoint);
- Knowledge of both national and international artist book publications and publishing houses – Sternberg Press, Paraguay Press, Mousse, New South Books, Bloomsbury.

## **Job Description, Visitor and Bookshop Assistant**

### **The selected candidate will:**

#### Gallery and Events

- Greet all visitors to the IMA;
- Offer assistance, exhibition information, and bookshop information to all visitors;
- Opening and closing of gallery including turning on and off of video/tech equipment;
- Support the delivery of weekly events, which may include overseeing the bookshop, manning the bar, A/V setup, lighting, sound recording and other duties as required.

#### Bookshop

- Oversee the IMA bookshop on a daily basis;
- Stock and update the bookstore;
- Complete daily financial reconciliations of the bookshop;
- Complete weekly banking for the bookshop;
- Prepare weekly sales reports;
- Report against quarterly book sales targets;
- Monthly consignment orders and invoicing.

#### General Admin

- Gather visitor statistics including headcounts and prompting visitors to complete surveys;
- Contribute to the general administration of the IMA as required by the Senior Manager and Directors.

Please submit an application addressing the key criteria and required skills above along with your resume with at least two referees to IMA's Senior Manager, Madeleine King (madeleine@ima.org.au). Closing date Friday, 25 November, 2016, at 5pm.