

## Aperture Work Scholar Program Position Description Collections & Inventory Management

---

### Department Overview

The main goal of Aperture's Sales Department is to create, implement, and oversee the sales strategies for Aperture's book and limited-edition print programs. The Collections & Inventory work scholar will also work closely with Aperture's Inventory Coordinator.

### What You Can Expect to Learn

- The operations of a non-profit foundation
- The ins and outs of the photobook publishing industry, from project inception to worldwide distribution
- A profound knowledge of Aperture's book and print inventory and history
- The ins and outs of a limited-edition print program, from drafting and negotiating artist agreements to selecting, framing, and installing prints
- How to create sales and marketing materials, from sales reports to promotional materials (such as one sheets, checklists, blads, and 3D renders)
- Preparation for art fairs and trade shows, both domestic and international, including how to prepare work for shipping, how to plan booth layouts, and how to manage many deadlines at once
- Preparation for various events held at Aperture Foundation and other venues around the city, including opening receptions for exhibitions, book signings, artist lectures, and panel discussions
- Various sales and marketing strategies
- How to manage relationships with book distributors
- Acumen accounting software and Magento ecommerce software
- How to research prospective new clients for books and limited-edition prints
- How to manage spreadsheets for book, archive, and limited-edition inventory

### Departmental Duties

- Attend and help prepare reports for various department meetings, as needed
- Maintain the overall appearance and organization of the bookstore, assisting in choosing and hanging prints in the limited-edition print viewing room, restocking the bookstore as needed on a daily basis, and working closely with the Publicity department to creatively merchandise for special events
- Assist in the management and maintenance of Aperture's limited-edition print inventory, including condition-reporting new work and maintaining precise records for all inventory movement
- Create new product pages and enter metadata in Magento for forthcoming publications and prints, helping to draft descriptive text, compile biographical information, and create 3D renders
- Photograph new products and retouch as needed for the website and other promotional materials
- Work closely with Aperture's Inventory Coordinator to maintain organization of stock room and plan stock transfers for special events
- Engage visitors, educate them about Aperture's programming, suggest recommendations for books and prints, and assist with customer service
- Enter special sale invoices in Acumen
- Conduct secondary market research for rare and valuable Aperture books, assisting in a long-term project to better and more creatively market these titles
- Assist in preparation for key art fairs and trade shows, both domestic and international, as well as working local art and book fairs with the Sales team

### General Work Scholar Responsibilities

- Further develop knowledge of photography as well as Aperture's mission, publications, exhibitions, and programs
- Participate in workshops and training sessions
- Assist with front of house engagement and lead informational tours
- Complete pre-, mid-, and post-term evaluations
- Assist with mailings

# aperture

- Setup and breakdown for on- and off-site events
- Assist at the Aperture Foundation Gala (Fall term) and Spring Party (Spring term)
- Participate in jurying the Aperture Portfolio Prize (Spring term)
- Work occasional Saturdays, extended hours, and events (paid hours)
- Kitchen duty (fridge and dishes)

## Requirements

A passion to learn about the business aspects of photography book and print sales, as well as a working knowledge of the history of photography; working knowledge of archival methods and an interest in art handling; excellent written and communication skills; the ability to engage with customers and assist with purchases; the ability to multitask; the ability to take initiative and work independently; and a strong knowledge of Photoshop, Microsoft Word, Excel, and Outlook. Working knowledge of InDesign and SketchUp is a plus.