APERTURE JOB OPENING

Position Title: Sales Assistant for Limited Edition Print Program
Reports to: Chief Sales & Marketing Officer
Status: Full-time
Date: Immediately

POSITION SUMMARY
Aperture seeks a sales assistant to support the Chief Sales & Marketing Officer in all activities related to sales and administration of limited edition print program

KEY RESPONSIBILITIES

- Work with Chief Sales & Marketing Officer to promote new limited edition prints and offers via email campaigns and direct communications
- Coordinate artist agreements for limited edition print program
- Help prepare limited edition pub sums
- Create and receive products in accounting system (Acumen), create author and royalty records
- Code and process photographer, printer, and other vendor payments
- Review and code FedEx shipments
- Coordinate production of prints, portfolios etc. with Chief Sales & Marketing Officer, editorial and production team
- Manage physical inventory as well as digital records of limited edition prints, condition reports etc.
- Assemble asset deliverables for website print products
- Help plan, create, and manage online exhibitions on Artsy and Artspace, including seasonal promotions (e.g., magazine-related “shows”), left over auction works, etc.
- Provide special sales and project support

Art fairs /Events Planning and Execution
Provide trade show and art fair administrative support: fair applications, payments, and booth information

- Negotiate and coordinate with installers/ process payments
- Create book and material lists
- Coordinate all book and art shipments to / from fairs
- Invoice print sales after fairs, facilitate reporting / invoicing of book sales
- Prepare budgeted and actual art show P&Ls
- Attend and work art and book fairs
  - For online fairs, create and manage exhibitor “virtual” booths, web pages, create visual content and organize promotion
Customer Service
• Take care of all customer service inquiries related to the print program and website
• Assist with invoicing and collecting payments
• Assist with showing artworks in office

QUALIFICATIONS
• Excellent interpersonal skills and ability to work with a close-knit team
• Strong verbal and written communication skills
• Excellent organizational and project management skills, with ability to work under tight deadlines and manage multiple projects simultaneously with little supervision
• Retail sales experience a plus
• Knowledge of photography and/or the arts a plus

TO APPLY

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and how you heard about this opportunity, to newhiresales@aperture.org, using the following conventions:

Subject line: Sales Assistant

Cover letter: yourfirstname_yourlastname_coverletter.pdf

Resume: yourfirstname_yourlastname_resume.pdf

Applications will be reviewed on a rolling basis. NO CALLS, PLEASE. Only applicants who meet our requirements for this position will be contacted.

Aperture offers a competitive salary and excellent medical, dental, life, disability, and retirement plan coverage. Our staff also has generous vacation, sick leave, and personal days, access to a variety of cultural institutions, and a stimulating and collegial work environment. Aperture seeks to build a diverse and inclusive workforce and welcomes all applications, regardless of gender, race, sexual orientation, cultural background, disability, age, or religion.

ABOUT APERTURE

Aperture is a not-for-profit organization, connecting the photo community and its audiences with the most inspiring work, with the sharpest ideas, and with each other—in print, in person, and online.
Created in 1952 by photographers and writers as “common ground for the advancement of photography,” Aperture today is a multiplatform publisher and center for the photo community. From our base in New York, we produce, publish, and present a program of photography projects, locally and internationally. We offer public programs, including lectures, workshops, panel discussions, and conferences that contribute to and expand the dialogue on photography’s role in our society, as well as outreach education for children and teens, building visual literacy and aimed to engage diverse new audiences. More information about Aperture can be found at aperture.org.