

COMMUNICATIONS, MARKETING + EVENTS ASSOCIATE

Established by Ursula Sullivan and Joanna Strumpf in 2005, Sullivan + Strumpf presents the work of emerging and established artists working at the forefront of contemporary art. The gallery is both critically and aesthetically engaged with the work of its represented artists and is committed to the development of their practice.

Sullivan + Strumpf is looking for a Communications, Marketing and Events Associate to join our Sydney gallery. The ideal candidate will have two-to-five years related industry experience and impeccable communications skills. We are looking for someone who is self-motivated, with the ability to work in a fast-paced environment within a small team. This position will involve contact with the press, curators, artists, long-time clients and vendors therefore discretion, professionalism, and superb communication skills are essential.

If you are interested in applying for this position, please send your CV along with a cover letter to clare@sullivanstrumpf.com.

Application deadline: Monday 4 March 2019

Primary responsibilities include:

MARKETING

- Coordinate all marketing activity
- Plan and produce newsletters and exhibition invites
- Update website, including news section and artist CVs and Bios
- Head up Social Media strategy – Twitter, Facebook, Instagram and produce quarterly engagement analysis
- Coordinate and write press releases
- Build relationships with key media contacts
- Working with directors to develop marketing strategies
- Coordination and distribution of content: video and written

PRESS + PR

- Present monthly event updates in staff meeting
- Be on-site for exhibition press previews to check-in / welcome press
- Attend selected press previews at museums and art fairs as a gallery representative

EVENTS (work with gallery manager)

- Coordinate and manage logistics for gallery dinners
- Oversee menu selection, catering, etc.
- Be present on-site to manage throughout duration of events (when possible); co-ordinate cars/transport
- Work with Gallery Manager and Sales Associate to manage guest lists, invites, RSVPs, seating charts
- Work closely with Singapore gallery staff on all on-site promotional events
- Assist Singapore gallery with budgeting, menus, and relevant co-ordination