



COLLECTIONS AND SALES MANAGER

BRANDYWINE ARCHIVES AND WORKSHOP

Brandywine Workshop and Archives (BWA) is a nonprofit visual arts organization that creates, preserves, and shares art to connect, inspire, and build bridges among global communities. For almost 50 years, BWA's artist-in-residence program has empowered artists to experiment and embrace innovative and expansive printmaking techniques to create dynamic artworks.

BWA's permanent collection and artists' files are available to researchers for academic study. Prints are available for presentation in BWA's two galleries, to other exhibiting organizations, and for traveling exhibitions. Prints are also available for individual purchase and to establish satellite collections at art museums, universities, and heritage and cultural centers. Currently, there are 21 satellite collections throughout the United States and in Cuba.

GENERAL JOB DESCRIPTION

Brandywine Workshop and Archives seeks a Collections and Sales Manager (CSM). The CSM is responsible for overseeing the care and documentation, and marketing and sales of all print editions created at Brandywine Workshop and Archives (BWA). Using accepted professional standards and ethical practices, the CSM will manage and organize all aspects of BWA's permanent archive including all print editions, non-print artworks, and other collections and objects. The CSM will support BWA's revenue goals by marketing and selling print editions created by artists in residence at BWA. The CSM will be part of a small, dynamic team and report to BWA's Deputy Director.

COLLECTIONS AND ARCHIVES MANAGEMENT

- Assess and maintain a complete inventory of BWA's Collections and Archives.
- Utilize collection management software (Collective Access) to organize, track, and maintain complete and accurate records of each item in the collection and archives including provenance, condition, and other relevant information.
- Working closely with BWA's senior staff, create, maintain, and implement a collections management policy that includes among other things accession and deaccession, registration, conservation, handling and housing, storage, and provenance research policies and procedures.
- Manage rights related to any reproductions of the collection and archives.
- Manage digitization efforts to enhance greater access to the collection and archives and to BWA's educational platform Artura.org.

- Maintain complete and accurate collection records across all of BWA's online platforms including primary website, Artura.org, and brandywine.art
- Maintain all artist statements, artists in residence contracts, print publication agreements, exhibition contracts, exhibition checklists, and all other collections and archives supporting documents.
- Working closely with BWA staff, coordinate and ensure complete and accurate exhibition checklists and supporting materials.
- Develop visitor guidelines for the collection and archives.
- Schedule, supervise, and assist all visitors to the collection and archives, and maintain all information pertaining to visitors' contact information, purpose of visit, and quality of experience.
- Working closely with BWA senior staff, manage the annual budget and spending for the collection and archives.
- Support BWA senior staff to draft proposals and grant applications for BWA's collection and archives.
- Other duties as assigned.

SALES AND MARKETING

- Working closely with BWA senior staff, develop an annual sales strategy for BWA print editions and satellite collections.
- Market BWA print editions through digital advertising, across BWA websites and social media platforms, print mailings, e-newsletters, e-announcements, and press releases.
- Work with BWA staff and consultants to place works in strategic locations including retail spaces, municipal buildings, and corporate spaces.
- Act as primary liaison for all print edition sales inquiries and follow up in a timely manner with price information, images, and any supporting documentation.
- Process all sales of BWA print editions and satellite collections, track payments, and coordinate packing and shipping.
- Maintain accurate knowledge of BWA's inventory, keep informed about artworld events and trends and coordinate messaging and pricing with BWA senior staff.
- Provide monthly sales reports and quarterly analyses of sales activities.
- Organize in person and online popup sales across BWA's online platforms and manage presentations of BWA's print editions at BWA and in the community.
- Identify future art fairs for BWA participation and manage all aspects of the event including application, registration, booth design, signage, information booklets, and presence at the fair.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in studio art, art history, museum studies or related discipline

- At least 3 years of experience working in art galleries, museums, non-profits, artist residencies, or equivalent
- Entrepreneurial spirit with high level of self-motivation
- Highly organized, resourceful, excellent time and project management skills with the ability to multitask
- Strong interpersonal and communication skills including active listening, team focus, and the ability to develop successful working relationships with colleagues
- Excellent writing and computer skills with attention to detail
- Experience working with collection management systems like Collective Access, MIMSY or TMS, office programs like Microsoft Office Suite, Google Workspace, and Adobe, and POS systems like Shopify
- Experience across social media programs like Instagram, Facebook, and LinkedIn
- Understanding and awareness of contemporary art and ability to discuss artwork with an informed client base
- Commitment to DEI and sensitivity to and understanding of the needs of diverse artists and clients
- Position requires standing, walking, reaching, bending, and being able to physically lift a minimum of 30 pounds unassisted

COMPENSATION

Salary: \$40,000, PTO, medical, dental, vision insurance, flexible working schedule

BWA is an equal opportunity employer and views diversity, inclusion, and cultural competence as vital guiding principles in its work. BWA welcomes and encourages applications from visible minority group members, Indigenous persons, members of the LGBTQ community, persons with disabilities, and others who may contribute to the diversity of the organization and reflect the diversity of the communities served.

Candidates must include a resume and a cover letter that describes how qualifications and experience match the needs and mission of BWA. Applications will be accepted until the position is filled. Email applications to jthomas@brandywineworkshop.com