



**HAHNDORF ACADEMY**  
regional arts & heritage

Please forward your application, **addressing each of the Selection Criteria** (listed below), along with your curriculum vitae to:

The Director  
Hahndorf Academy  
68 Main St  
(PO Box 106)  
HAHNDORF SA 5245  
[contact@hahndorfacademy.org.au](mailto:contact@hahndorfacademy.org.au)

**Applications close: 5PM WEDNESDAY 15 FEBRUARY**

#### **JOB & PERSON SPECIFICATIONS**

<b>POSITION:</b>	<b>RETAIL MANAGER FULL TIME (38 hours per week)</b>
<b>SALARY:</b>	<b>RETAIL EMPLOYEE AWARD LEVEL 8</b>
<b>REPORTS TO:</b>	<b>DIRECTOR</b>
<b>LOCATION:</b>	<b>HAHNDORF ACADEMY, 68 MAIN ST HAHNDORF</b>

#### **ORGANISATIONAL OVERVIEW**

Sometimes everything comes together to make something special. A contemporary arts scene, a community passionate about its town, its history and a grand old building - together these elements combine to create the Hahndorf Academy: regional arts and heritage with heart.

Visitors to the Hahndorf Academy are greeted by the retail gallery's impressive array of South Australian contemporary craft and art including jewellery, ceramics, glass, textiles, handbags, paintings, sculpture and more. Beyond this treasure trove visitors are welcome to explore the rest of the building which includes exhibitions showcasing a variety of media and concepts, a German migration museum and a collection of Sir Hans Heysen original drawings.

#### **POSITION OVERVIEW**

The Hahndorf Academy's retail gallery showcases predominantly South Australian work on commission. The Retail Manager will be responsible for sourcing, engaging and nurturing emerging and established artists, along with managing and developing the retail gallery ensuring the continuation of its role as a key source of funding for the Academy. The retail gallery provides visitors with a first glimpse of the treasures the Academy has to offer and the Retail Manager's role is crucial in ensuring that this experience reflects the Academy's special style of warmth and hospitality.

## **KEY RESPONSIBILITIES**

- Manage all aspects of the retail gallery from the daily operations to future vision and goal setting
- Manage works on commission including (retail gallery): liaising with artists, sourcing new artists, ordering, data entry, visual merchandising, maintenance of records, generating reports for payment, returns and stocktaking  
AND (exhibition galleries) data entry, maintenance of records, generating reports for payment, returns and stocktaking
- Manage wholesale stock (ordering, sourcing, data entry, returns, stocktaking)
- Financial management including setting budgets (daily, monthly, yearly) and assessing/improving profitability
- Provide excellent customer service, and maintain the Hahndorf Academy's unique style of warmth and hospitality
- Manage and co-ordinate volunteers and staff including rostering, training, setting tasks and goals, and facilitating further development
- Communicate retail gallery happenings and goals to the Director and provide monthly reports to the Board

## **SELECTION CRITERIA**

### **Essential**

1. Demonstrated ability to provide excellent customer service and genuine hospitality
2. Previous experience managing a retail operation
3. Previous experience working in the arts sector
4. Demonstrated high degree of understanding of the financial management of a retail operation including profit margins, sales targets, and setting budgets
5. Demonstrated flair for visual merchandising, including merchandising for increased trade
6. Previous experience managing volunteer and paid staff
7. Demonstrated computer literacy including Microsoft Office applications
8. Demonstrated organisational and time management skills, and ability to multi task
9. High level of initiative and demonstrated ability to work unsupervised and as part of a team
10. Demonstrated ability to relate to a wide range of people
11. High standard of personal presentation

### **Desirable**

1. Experience using MYOB Retail Manager
2. Experience using a computerised point of sale system
3. Experience managing commission stock
4. Experience using Adobe Photoshop or other graphic layout programs
5. An understanding of marketing principles and events management