



## Sales Executive – Single Market Events

### ART SYDNEY & ART MELBOURNE

Join Australia's number one event company and work on two of the most exciting art events in Australia as well as the global brand. We are seeking a results focused, experienced sales executive to work within a dynamic arts team driving our events towards further growth and successes.

Reporting to the Art Fairs Director, the successful applicant will need to be hard working, down to earth, able to demonstrate a proven track record in sales, as well as develop relationships with clients on all levels via telephone and face to face meetings.

#### Key Responsibilities – to include but not limited to;

- To identify and develop new business via the telephone to ensure all space at the event is sold.
- To maintain and expand the existing art database.
- To work on-site during the events to ensure all exhibitor queries are dealt with effectively and efficiently so that future sales opportunities are maximised.
- To manage re-books on site at each event.
- To target and develop new product / feature sectors of the event.
- To assist with sponsorship, including new business, proposal writing and pitching.
- To achieve weekly and monthly team targets.
- To maximise stand revenue whilst ensuring the quality of exhibitors is maintained.

**To be considered for this role as a candidate – you must possess;**

- Tertiary education with preferably 2 year's sales experience.
- Solid negotiation and closing skills.
- Confident in cold calling.
- Creative in lead generation and strong sales prospecting whilst ensuring the quality of exhibitors.
- An absolute drive to meet and exceed targets.
- The ability to work autonomously.
- Great project management and multi-tasking abilities.
- Ability to build relationships with existing clients, understanding their businesses and marketing needs.
- Knowledge of the arts industry or an interest in this sector.
- Flexible and able to attend relevant industry events and functions as well as traveling interstate.
- Excellent presentation, oral and written communication skills.
- Experience with Microsoft office.
- Database management software an advantage (*ACT* and *Expocad* an advantage).

The successful applicant will be working as part of a motivated and dynamic art team.

The successful candidate should be ready to start as soon as possible.

To apply, please send your resume and a cover letter to the Art Fairs Director Meg Gold [megg@singlemarketevents.com.au](mailto:megg@singlemarketevents.com.au)

**Salary is \$40,000 - \$60,000 dependant on experience.**

To be eligible to apply for this position you must have an appropriate Australian or New Zealand work visa.