



JOB DESCRIPTION

Job Title: Art Executive

Reports to: Art Manager

Hours: 15 hours per week, over a minimum of 3 days

Salary: £13,000 (equivalent of £16.66 per hour)

Location: Hybrid working between the DSWF Shalford Office, GU4 8JU, home and at events. Please note that due to the often ad-hoc and in-office nature of some of the role it may be best suited to someone who is local to Guildford, Surrey.

About David Shepherd Wildlife Foundation (DSWF)

David Shepherd Wildlife Foundation (DSWF) strongly believes that art is more than just a product, it is the colour that can bring conservation to life. Art can motivate, educate, and inspire us to create transformative and lasting change for wildlife and the natural world. It is an invaluable tool that DSWF has successfully harnessed to raise vital awareness and funds to support our work to turn the tide on extinction.

DSWF came into existence thanks to art and the vision of our Founder, wildlife artist and conservationist David Shepherd. Since our inception, art has helped us raise millions of pounds in art-related fundraising. The wildlife art community is passionate, committed and growing in size and has a loud and powerful voice for conservation and the environment.

Purpose of the role

This role supports the Art Manager to deliver David Shepherd Wildlife Foundation's (DSWF's) ambitious art strategy. At all times the Art Executive will be providing the practical support needed to drive income from the sale of art via the DSWF website shop, events, exhibitions, campaigns and relationship building or through other creative means. The aim is to ensure that all avenues for income generation via art are optimised and that annual targets are exceeded.

Who this role will best suit

This role is a unique opportunity for someone who has a passion for art and conservation to work in a world-renowned wildlife charity. It requires high levels of organisation, a strong sense of aesthetics, an understanding of, or willingness to learn about cataloguing, logistics and Content Management Systems (currently Wordpress). The ideal candidate will have a hands-on physical approach to events and exhibitions, and an ability to communicate passionately with artists, art buyers and art enthusiasts. Whilst a supportive role, the Art Executive will work closely with the Art Manager on developing creative strategies

to put art, and the income generated by art, even further front and centre of DSWF's work to protect endangered species.

Main duties and responsibilities

Art Trading & Stock Management

- Work closely with the Art Manager and Marketing team to promote art activities and events.
- Ensure the website shop inventory is up to date, accurately photographed and described.
- Manage product listings on WordPress, including scheduling new products and curating the online shop.
- Ensure the art sections of the website are content rich and SEO optimised.
- Handle art-related website, email and telephone enquiries, providing a professional service.
- Process sales (using various payment methods) and raise invoices.
- Manage fulfilment of artwork sales orders, including packing and delivery.
- Maintain an accurate stock inventory of DSWF-owned and third-party art stock for sales and insurance purposes.
- Manage a database of art buyers, adhering to fundraising regulations and GDPR.
- Help to develop a communication and stewardship plan to engage art buyers.

Art Events

- Attend DSWF art events to maximise income and build relationships with buyers.
- Ensure art is considered at all DSWF events, with high-standard display and presentation.
- Helping the Art Manager to ensure that the appropriate art-related audience for each event has been identified and invited.
- Work with the Art Manager to agree the most appropriate art stock to take to each event.
- Manage art stock at events, including safe packaging for transit and delivery logistics to buyers post event.
- With the Finance Team, ensure accurate stock monitoring, sales records and invoicing at events.
- Work closely with the Art Manager on cataloguing, photographing and preparing the WAY 'Mini Masters' for sale and delivery.

David Shepherd Artwork

- Understand the history and value of David Shepherd's art legacy.
- Respond to enquiries about the donation or sale of David Shepherd originals, prints and merchandise, providing pricing and valuation information as applicable.
- Manage donations of David Shepherd artwork including storage, cataloguing and listing for sale.
- Assist the Shepherd family, Art Manager and Senior Management Team in the valuation and sale of David Shepherd original paintings including negotiation with sellers and buyers to ensure DSWF is a beneficiary to the sale.
- Support research on David Shepherd originals for sales sheets and cataloguing.
- Support the Art Manager to engage the members of the David Shepherd Originals Circle

Artist Engagement

- Support the Art Manager to research and select new wildlife artists to work with DSWF.
- Support the Art Manager to manage the database of artists, developing a stewardship and communication plan.
- Work with selected artists in the selection of artwork, pricing, images and marketing.
- Respond to new artist enquiries and ensure they are correctly assessed and allocated.
- Produce commercial participation agreements for donating artists.
- Liaise with artists to report sales made and work with the Finance Team to ensure prompt and accurate artist payments.

Person Specification:

Essential Skills and Experience

- Demonstrable interest in the arts
- Strong organisational skills
- High attention to detail
- Excellent customer-facing skills
- Ability to work in a small busy team, both collaboratively and independently
- Proactivity and creativity

Desirable

- Demonstrable interest in wildlife conservation
- Sales experience, preferably but not necessarily within the arts
- Wordpress (or other CMS) experience
- CRM database experience

Holiday: 25 days per annum (pro rata for part time role). Bank Holidays also provided, and an additional holiday entitlement will be given at DSWF's discretion around Christmas and New Year.

How to Apply: Email dswf@davidshepherd.org with your CV and a Covering Letter (no more than 2x A4 pages) explaining why you wish to work for DSWF and why you are suitable for the role. You will receive an email confirmation of receipt.