

ART EXECUTIVE : CANDIDATE APPLICATION PACK

The following pack provides key information about the **Art Executive** role, the Foundation and the recruitment process. All applications should be submitted to dswf@davidshepherd.org with a CV and a covering letter explaining why you might be the right person to fill the role.

We look forward to hearing from you!

About David Shepherd Wildlife Foundation (DSWF)

DSWF fights extinction by confronting wildlife crime and protecting endangered species across Africa and Asia in collaboration with international, national and locally led conservation partners. For over four decades, we have challenged and disrupted the illegal wildlife trade and strengthened protections through intelligence-led investigations, enforcement partnerships and policy reform. We back frontline conservation and support long-term, locally led solutions, placing people and communities at the centre of lasting conservation success, today and into the future.

Since 1984, DSWF has invested millions of pounds directly into wildlife conservation. Our approach focuses on addressing the root causes of wildlife decline - from illegal trade and habitat loss to human-wildlife conflict and poverty, by supporting practical, locally led conservation efforts.

By investing in economically and socially vulnerable communities at the centre of key conservation landscapes, we fund programmes that tackle the drivers of wildlife crime and help secure safer spaces for wildlife to survive. This includes support for law enforcement and investigations, education initiatives, and strategies that strengthen livelihoods and promote coexistence between people and wildlife.

Alongside our work in source landscapes, DSWF also addresses demand for illegal wildlife products in consumer countries and engages in national and international policy processes to strengthen protection for endangered species and their habitats.

Education also plays a central role in our long-term conservation strategy. Working globally, we strengthen understanding of biodiversity and wildlife crime, support locally led environmental learning initiatives and equip educators and partners with the tools to inspire informed action.

Founded by the celebrated wildlife artist and conservationist David Shepherd, creativity remains core to our work. We harness the power of art and education to help people connect with wildlife, build understanding of the challenges it faces, and generate lasting support for effective conservation action.

Through sustained commitment and partnership, DSWF has helped influence policy, raise awareness and amplify the voice of wildlife

JOB DESCRIPTION

Job Title:	Art Executive
Reports to:	Art Manager
Works alongside:	WAY Art Coordinator, Digital Marketing Exec, Media and Comms Exec, Ops Team and Finance Manager.
Hours:	FT, 5 days p/week, 35 hrs (open to discussion re 28 hrs over a min. of 4 days)
Location:	Hybrid working between the DSWF Shalford Office (GU4 8JU) 2 days p/week (Tues and Thurs), and home, with occasional travel and attendance at events.
Annual Leave:	25 days per annum pro rata. Bank Holidays are also provided, and at DSWF's discretion the office usually closes between Christmas and New Year (additional to annual leave)
Salary:	£28,500 per annum (pro rata for 4 days per week)
Start date:	Asap

Summary 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 provides practical and administrative support needed to drive income from the sales of art via the DSWF website, events, exhibitions, campaigns and one-to-one buyer relationships, 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.

It requires high levels of organisation, a strong sense of aesthetics, an understanding of, or willingness to learn about, cataloguing, logistics, stock control, Content Management Systems (CMS), Customer Relationship Management systems (CRM) and stock and invoicing systems. Good IT skills are essential. An interest in art is advantageous, as is experience of working in the art sector, although the ability to perform all tasks outlined in the Job Description takes precedence.

The person in this role will have a practical, hands-on, physical approach to events and exhibitions, and an ability to communicate confidently with artists, art buyers and art enthusiasts at all levels. They will need a keen eye for detail, the ability to multi-task effectively, and the confidence to use initiative when required.

Whilst largely a supportive administrative role, the Art Executive works closely with the Art Manager on developing creative strategies to put art, and the income generated by art, front and centre of DSWF's work to protect endangered species.

Key responsibilities

General art administration

- Handle art-related email, telephone and website enquiries, providing a professional service.
- Maintain and improve a database of art buyers on DSWF's CRM system (currently Beacon), adhering to fundraising regulations and GDPR.

Stock Management

- Develop and maintain an accurate stock inventory of all DSWF-owned and third-party art and non-art stock for sales and insurance purposes.
- Manage stock stored in stock room in a way that aligns with the systems used to track it, maintaining a neat and tidy environment conducive to the efficient processing of stock and sales.
- Manage product listings on the website shop CMS (currently WordPress), including scheduling new products, curating the online shop and ensuring all listings are up-to-date and accurately described.
- Ensure that stock quantities are kept up to date and align across systems used to track them.
- Work with marketing to ensure art sections of the website have correct photography, are aesthetically pleasing, content rich and SEO optimised.

Art Trading

- Process sales (using various payment methods) and raise invoices.
- Manage fulfilment of artwork sales orders, including sourcing of couriers, packing and delivery.
- Ensure sales are recorded on all systems and stock is updated accordingly.
- Work closely with the Art Manager and Marketing team to promote art activities and events.
- Help develop additional campaigns, communications and stewardship plans to engage existing and new art buyers.
- Consider all non-artrelated trading opportunities (e.g. cards, books, toys, stationery) and support with administrative, stock and sales-related tasks when required.

Art Events (including, but not exclusively, Wildlife Artist of the Year (WAY), Wildlife Ball, and one other)

- Attend DSWF art events to maximise income and build relationships with buyers
- Help the Art Manager ensure that the appropriate art-related audience for each event has been identified and invited.
- Work closely with the Art Manager, WAY Art Coordinator, and Operations team to plan and set up art events.
- Work with the Art Manager to agree the most appropriate art stock to take to each event.
- Ensure art is showcased at events with high-standard display and presentation.
- Create labelling for display on all artworks at events.

- 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.
- Catalogue, photograph and prepare 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 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 relevant artist relationships.
- Liaise with artists to report sales made and work with the Finance Team to ensure prompt and accurate artist payments.
- At times, support the Art Manager to identify new wildlife artists to work with DSWF.

Person Specification:

Essential Skills and Experience

- Strong organisational skills
- High attention to detail
- Excellent communication skills
- Excellent customer-facing skills
- High level of IT skills (specifically Microsoft 365)
- Ability to work in a small busy team, both independently and collaboratively
- Proactivity and creativity

Desirable

- Demonstrable interest in the arts
- Demonstrable interest in wildlife conservation
- Sales experience, preferably but not necessarily within the arts
- Wordpress (or other CMS) experience
- CRM database experience (Beacon an advantage)
- Experience of using Canva

As with all roles at the Foundation, this position carries a shared responsibility for supporting fundraising and income generation, and for raising awareness of DSWF's mission and impact whenever possible.

Please note that as part of a small team, the role may include occasional additional duties to help meet the charity's wider needs.

This job description is a statement of the job content agreed in May 2026. It should not be seen as precluding future changes.

Application Process

To apply, please send a CV and cover letter of no more than two pages to dswf@davidshepherd.org no later than **Sunday 31st May**.

We value thoughtful applications that demonstrate your communication skills. A strong covering letter, clear examples of past work and attention to detail will help you stand out. While we're not opposed to applicants using AI tools to polish language or design, we're most interested in hearing your voice and seeing your ideas shine through

First interviews will be 30 minutes long and take place online on **Wednesday 3rd June**.

Second interviews will be 50-60 minutes long and take place in person at our office in Shalford, near Guildford, on **Tuesday 11th June**.

Throughout the interview process, we'll be keen to hear about your experience in administration, your ability to organise, your willingness to learn, and happiness to plan and attend art events when needed. Please note that experience of having worked in the arts as an administrator will be a bonus, but being an artist yourself is not necessary for the role.

We will let the successful candidate know by **Thursday 13th June**.

We are committed to building a diverse and inclusive team, and we particularly encourage applications from communities and backgrounds currently not widely represented in conservation and the arts.