

# Recruitment Pack

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Art Sales & Editions Lead



# Hello

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**Thank you for your interest  
in applying for the role of Art  
Sales & Editions Lead.**

It is our people who have made the Royal Academy of Arts what it is today — a living academy for artists, art-making and art lovers. Since 1768 the RA has been alive with artists, academicians, educators, students and visitors alike.

Today we are also meticulous technicians, imaginative storytellers, considerate caretakers and welcoming hosts.

Whether we are back of house or on the front desk, we are committed to the same belief; we are all here to share the enjoyment, and importance, of art.

**We are excited you want  
to join our team.**

# Job overview

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## Department

Retail

## Reports to

Head of Retail

## Contract Type

Permanent

## Purpose of Role

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Working with wider Retail buying and operations teams and with Publishing, to a shared sales and range plan, the Art Sales lead is responsible for the sourcing and publishing of artworks and editions for sale across all RA sales channels (with the exception of the Summer Exhibition) working closely with Royal Academicians and other artists.

## Key Objectives

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To generate revenue for the RA via the sale of published editions and consigned works, curating art hangs by Royal Academicians, exhibited artists and invited collaborators around the RA

To generate revenue for the artists whose work the RA is here to support and celebrate, building partnerships and relationships of mutual benefit

To build and grow knowledge of Art Sales offer at the RA. Develop a differentiated

point of brand connection and means of engagement with visitors, supporters, buyers and collectors

To enhance public spaces and environments, by means of welcoming, accessible displays that complement gallery programming

## Key Responsibilities

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### Artist Relationships

Work directly with artists, studios, estates, agents, and representatives, negotiating on behalf of the RA and ensuring all aspects of commissioning and consigning relationship reflect commercial good practice

Be fully versed and confident in the conventions and definitions of different forms of production and provenance, in pricing, and in the specialist requirements of handling, framing, display, security, labelling, fulfilment etc

Communicate sales objectives to artists and representatives, and presenting work for sale within broader RA positioning, marketing and sales frameworks

Ensure the confidence and satisfaction of artists and representatives providing regular and timely communication of strategy, display programming, sales reporting and payments

Work with RA Art Sales and Art Handling teams on logistics and training to ensure

works are presented optimally and stock is managed to highest standards

Be appraised of the wider market: aware of trends, events, the commercial environment, and of opportunities and risks for RA

### Sales and Range Planning

Agree budgets and sales targets annually and by season identifying opportunity via programme and wider seasonal themes as agreed

Translate exhibition and seasonal themes into commercially compelling commissions, displays and online ranges 'at the right price at the right time'

Work with Merchandising team to analyse sales data and respond in future ranging

Work with Buying and Publishing colleagues to ensure an optimally structured range plan by price and option, avoiding internal competition between SKU's.

Work with Head of Retail and wider team to identify and monetise intersection of product range, price point and customer motivation

Ensure timely provision and uploading of accurate information (artist, price, attributes, commitment, target channel) for seasonal planning; completed contractual agreements including rights clearance, pricing, credits, order quantities etc; delivery to seasonal schedule

Ensure correct costings are recorded and maintained for all associated elements, e.g. shipping, packing, commission

Work with Merchandising on stock control and valuation for all RA Editions and consigned works and with Procurement on insurance values

Prioritise stock management and cash flow by managing sell-through and stock turn, optimising back catalogue and minimising stock holdings

Work with Finance to ensure remittance process is efficient and timely

### Customer Engagement

Devise and/or contribute to selling and promotional events for audiences and buyers both within the RA and externally, e.g. In Conversations, Tours, partnership cultivation, Friends events, Art and Editions Fairs

Identify opportunities for promotions and partnerships to support sales and relationship building with galleries, studios, publishers and artists

Work with Content, Campaigns & Communications Team on developing content to promote and celebrate RA art and artists

Effectively communicate key artwork sales information to Art Sales team so they can develop training materials to maximise sales opportunities and

# Job overview continued

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enhance visitor experience

## Person Specification

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Proven experience in art and/or editions sales, with strong commercial and curatorial judgement

Excellent artist liaison and relationship management skills, with prior experience working with artists, galleries, and estates

Demonstrable experience of artwork production methods including print making and sculpture, with a knowledge base of potential suppliers

Confident negotiator with knowledge of pricing, production methods, provenance, and editioning

Understanding of art handling logistics, including display, fulfilment, and insurance

Experience of working to and setting budgets to reach financial targets

Ability to plan and deliver commercially successful ranges aligned with exhibitions and RA

Skilled in analysing sales data to inform stock management, pricing, and future planning

Strong communicator, able to work cross-functionally with internal and external stakeholders

Highly organised, adaptable, and

proactive, with the ability to manage multiple deadlines and priorities

Customer focused, with experience in audience engagement and attending sales events

A passion for contemporary art and culture

## Role Requirements

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Occasionally, the Art Sales Lead will be required to work some mornings and evenings to support events. TOIL will be given for this time

# How to apply

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**To apply for this role, please follow the link below and submit your CV and Application form via the RA careers portal.**

<https://royalacademyarts.current-vacancies.com/Careers/RA-vacancy-search-page-3191>

We are committed to being a truly inclusive place and welcome applicants from all backgrounds, regardless of age, disability, race, religion or belief, sex, sexual orientation, gender, gender identity or expression, marital and civil partnership, or pregnancy.

# Need support?

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**Here are some of the things we can do to help:**

— If you would like us to talk you through the role or anything in this pack to make it clearer for you, please contact us and we can arrange to do that with you (and please do the same if you have any questions)

— If you are selected for interview, we can arrange to do the first-round interview online should you be unable to make it on site. (We usually do second round interviews in person for all candidates so that they can get a feel for the journey, the building, and the workplace)

— We can send interview questions in advance so that you have the opportunity to prepare

— We can schedule interviews for quiet times at the academy so that you don't have to navigate a busy building

**On site at the RA**

— We have two entrances - Burlington House (via the courtyard on Piccadilly) and also one the other side of the building on Burlington Gardens. You can enter via either of them (we may let you know the easiest but either are fine)

— All areas are accessible via lift

— We have quiet areas where you can sit and prepare for your interview

— There are two cafés and plenty of toilet facilities

— We have a welcome team who are happy to answer questions and give you directions if needed

**If there is anything else that would be helpful for you, please do ask**

# Contact us

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Should you have any questions about the role or wish to discuss your candidacy further, please contact us at

[recruitment@royalacademy.org.uk](mailto:recruitment@royalacademy.org.uk)

**Royal  
Academy  
of Arts**