

# SOPHIE BROWN CONSERVATION FRAMING

## Reference Information

<b>Position</b>	Administrator
<b>Reporting to</b>	Principal, Sophie Brown Conservation Framing Pty Ltd
<b>Employment Type</b>	Permanent part-time (4 days per week)
<b>Employer</b>	Sophie Brown Conservation Framing Pty Ltd
<b>Location</b>	103 Percival Road, Stanmore, NSW 2048

## Sophie Brown Conservation Framing

Sophie Brown Conservation Framing is a long-established conservation framing business. Established in 2004, SBCF has gone from strength to strength, acquiring a reputation for the innovative nature of its designs, the deep technical competence it brings to the resolution of challenging framing tasks and the consummate elegance of the finished displays of artworks and artefacts.

In 2019, the business opened a dedicated showroom and consultation space, a move that also allowed it to reconfigure its workshop space in order to address the rising customer demand for its work. The first six months of 2020 have demonstrated the need for SBCF to appoint an Administrator as a matter of priority for the ongoing success of the business.

## What the work involves

**As our Administrator and working in close collaboration with the Principal as well as the team**, you will work at the heart of the business and take charge of a set of tasks fundamental to its smooth operation.

These tasks will include:

### *Client-Related Operations*

- Liaising with clients (including scheduling appointments, greeting, general communication and correspondence)
- Keeping the Principal's business diary scrupulously up-to-date, mindful of SBCF rules regarding client appointments
- Managing client enquiries and requested services in accordance with those rules
- Maintaining up-to-date, accurate client information files and records
- Organising occasional client, supplier and in-house events
- Recording incoming work into the Company's database and tracking of those works across the various stages of their treatment (in-house and third-parties), to the point of work completion and the hand-over of the finished products to their owners
- Preparing artwork condition and treatment reports, under the supervision of the Principal
- Preparing and issuing client invoices, and tracking client payments to the point of settlement, as instructed by the Principal
- Receiving and processing client payments
- Maintaining the showroom in prime condition for client visits
- Delivering and picking-up client artworks where alternatives are unsuitable or unavailable.

### *In-House Business Operations*

- Entering business and operational data into the Company's supply and operations databases and systems
- Preparing and updating work schedules; monitoring of work progress against those schedules; flagging looming issues to the Principal (bottlenecks, conflicts, delays)
- Taking part in the weekly work coordination meetings; noting decisions arising from those meetings; and following up on their execution as appropriate
- Maintaining up-to-date, accurate contractor, collaborator and supplier information files and records
- Liaising with SBCF's network of contractors and collaborators in various disciplines and services, conscious of the sensitivities associated with the differentiated work allocation, costing and pricing models in force between them

- Ordering supplies from the providers of goods and services (under the supervision of the Principal and in collaboration with team members)
- Liaising with the providers of goods and services, in the form of the tracking of supply deliveries.
- Assisting with the maintenance of the workshop and associated facilities in top working order
- Delivering and picking up goods and supplies, where alternatives are unsuitable or unavailable.

### About the Position

**The appointment is a critical one for SBCF and the team.** As the appointee, you will quickly become the central point of reference in a professional and expanding enterprise. In that regard, you will be expected to demonstrate appropriate levels of leadership.

**The position is one of great trust, in which you will be called upon to exercise initiative, judgement, sensitivity in regard to the client, business, commercial and financial affairs of SBCF.** Applicants should be in no doubt that one of the chief requirements of the position resides in their ability to shoulder an important parcel of work and acquit themselves of it efficiently, effectively, reliably and responsibly, under limited supervision.

Subject to your performance and that of the business, there is scope (a) for the responsibilities to evolve over time into the role of production coordinator and (b) for involvement in SBCF's budding venture in paper conservation, in a support capacity.

### What we think the appointee will need to succeed in the role

We will consider applications against the two types of criteria listed below.

#### Essential Attributes

The attributes below are considered essential to the successful performance of the Administrator role:

- A positive, enterprising and highly-motivated attitude to work
- A manner and appearance that speaks to complete professionalism
- A mind that balances the delivery of quality with the recognition of commercial imperatives (delivery of outcomes to time, to standards and to budget)
- A sharp eye for detail and professional polish in all dealings

- A keen sensitivity to, and respect of, confidential commercial and financial information (e.g. employee, business and bank records; specifics of artworks entrusted to SBCF's care, client identity and details)
- A demonstrated capacity to deal with a diverse range of clients (institutions, businesses and private clients from different backgrounds and walks of life)
- First-class organisational and time management ability
- Highly-developed computer literacy (Microsoft tools at a minimum)
- Ability to develop, extend and update SBCF's social media presence (Instagram, Facebook, Twitter and others)
- Written and verbal communication skills of the highest order in the English language, and
- An Australian Driver's Licence
- An Australian residency permit or Australian citizenship.

### **Desirable Attributes**

Beyond the non-negotiable attributes listed above, the candidate's ability to call on the following as part of his or her skills and experience will prove an advantage:

- Knowledge of Xero accounting software
- An appreciation of art and artworks, particularly artworks on paper and canvas
- A natural affinity for conservation principles and ethics, such as those of the AICCM
- A practice style that demonstrates an awareness of, and care for, safe work precepts and regulations
- A personality that is equally at home with unsupervised work, directed work and team efforts
- An energetic character that speaks to concentration, attention to detail, patience, perseverance, courage and resilience.

### **Remuneration**

A market-competitive salary package commensurate with experience will be negotiated with the successful candidate.

Please note that, while the position is offered as a permanent part-time appointment, the opportunity may arise for that arrangement to move to a five-day per week commitment, should (a) activity levels justify it and (b) both parties find their benefit in it.

---