

Buyer's Assistant
Commercial Operations Department
Up to £22,000, dependent upon experience, plus attractive benefits

The Royal Academy of Arts (RA) is one of the UK's foremost arts institutions, famous for our world-class exhibitions including *The Real Van Gogh*, *David Hockney: A Bigger Picture* and *Sensing Spaces: Architecture Reimagined*. Our purpose is to be a clear, strong voice for art and artists and our public programme promotes the creation, study and enjoyment of art to a wide range of audiences through exhibitions, education and debate.

Building on our world-class exhibition programme and one of the most distinctive brands in the art world, we are entering into an exciting period of significant change and growth. As we approach our 250th anniversary in 2018, major investments are being made in our physical and technical infrastructure, our public programme and our engagement with current and new audiences.

The RA is self-supporting, receiving no money from government for its cultural activities. Our Commercial Operations Department is the RA's highly successful commercial arm which manages revenue-generating activity in support of the Academy's cultural and academic goals.

An exciting opportunity has arisen for an ambitious individual who is looking to forge a career in Buying. Our Buying team is responsible for the products on sale in the Academy's award winning shops, online and with franchise partners.

You will be a team player and a strong administrator; well organised, efficient and productive, with razor-sharp attention to detail. You will work alongside the Buyers, collating product information, liaising with suppliers and dealing with samples, and overseeing the print production. You will provide further administrative support with any pending collaborations/licenses with external companies, as well as liaising with our own Exhibitions Department about image rights and reproductions.

Highly IT literate (ideally MS Office 2010), routine tasks and data entry will be the norm for you. Methodical and systematic, you must be able to multi-task and deliver at pace. Along with a creative flair and a keen eye, you will be a natural negotiator, able to demonstrate strong business acumen, and will possess a real confidence with figures.

Well presented, articulate and bright, you will be a first rate communicator, able to build effective working relationships both with internal colleagues and external suppliers. Previous experience in retail and or publications buying is advantageous, along with a genuine interest in visual arts.

Candidates must complete an application form to be considered for this position. You will find our application form and further details about this position in the **How to Apply** section of the Careers page on our website <http://www.royalacademy.org.uk/careers>.

Closing date for applications: 23 November 2014
Interviews to be held: 2 & 3 December 2014

JOB DESCRIPTION

JOB TITLE: Buyer's Assistant
DEPARTMENT: Commercial Operations
REPORTS TO: Senior Buyer

MAIN OBJECTIVE

To support the Buying team in all aspects of their work on a daily basis

MAIN DUTIES

1. Source and develop print and any other lines as directed by the Senior Buyer or Buyer
2. Assist the Buyers with the product development for dated product, to include sourcing images, proofing and production
3. Source suitable packaging to meet customer expectations and operational requirements for all products sourced and developed
4. Provide provenance for all products sourced and developed
5. Assist the Buyers in the selection of print ranges for exhibition and continuity themes, targeting anticipated audience profile to meet range sales and profit plans
6. Co-ordinate the selection, and where necessary the framing, of Limited edition prints ensuring the merchandise team are informed of the details for set up on the EPOS system. Take the prints to and from framing and to the shop or store room. Occasionally collect or return works of art from local galleries as requested
7. Liaise with the exhibition office for all exhibition products to seek permission for the reproduction of works of art and set up agreements with leading institutions, artists and artist estates
8. Assist in the implementation of range reviews in conjunction with the Merchandisers and Buyers
9. Assist the Buyers and participate in retail presentations within the department and wider organization
10. Set up artist agreements and license agreements for continuity lines
11. Raise product information sheets for all continuity lines, including books and printed matter
12. Maintain a record of the movement of all scans and transparencies in the care of the Commercial Operations Department
13. Collate product information to create a staff training file to accompany each exhibition and for continuity lines
14. Request samples for the Buyers and be responsible for returning them where necessary
15. Produce exhibition swing tags and other labels as required

16. Process and dispatch all agreed complimentary products to the lending institutions, artists and artist estates
17. Provide daily regular updates to the buyers on all key projects
18. Communicate continually with the Merchandising team on changes to product delivery details and any other supply issues
19. Ensure regular good communication with the shop teams
20. Build and manage professional relationships with colleagues and suppliers
21. Be the first point of contact for external and internal enquiries. Respond to enquiries by phone, email and letter in a clear and professional manner; first class written English and strong drafting skills for clear and professional written communications
22. Utilise negotiating skills, with diplomacy when dealing with publishers, printers, suppliers and galleries to secure attractive commercial terms for the Academy
23. Identify accruals and prepayments and communicate these to the Merchandiser for inclusion in the end of month reporting
24. Send any internal and external invoices received (upon receipt) to the Merchandise Administration Assistant
25. Assist in achieving overall objectives through participative teamwork in all other activities required of the Buying team
26. Co-operate by assisting in any areas as directed by Senior Management.

PERSON SPECIFICATION

KNOWLEDGE, SKILLS, EXPERIENCE AND PERSONAL QUALITIES

- A combination of creative and business sense with the persuasive skills necessary to work with artists, designers, lending institutions and suppliers.
- Excellent interpersonal and communication skills to develop strong working relationships with artists, colleagues, suppliers and other external agencies.
- An excellent negotiator with the ability to be tactful and diplomatic
- Good knowledge of Art & Art History; preferably with a degree in the Arts
- Experience of working in a retail or customer facing environment
- Office administrative experience
- Well-organised with a flexible approach to work and the ability to work to deadlines whilst prioritising a varied workload. Ability to manage multiple tasks accurately
- A calm, methodical and highly accurate approach to work with razor-sharp attention to detail
- Computer literate; a competent user of Microsoft Word and Excel
- Strong administration skills with experience of letter drafting/writing, maintenance of accurate records and establishing and maintaining effective monitoring and filing systems.
- First class written English, strong drafting skills for clear and professional written communications.
- Well presented, assertive and confident
- The ability to work co-operatively in a team.
- Ability to deal with a high volume of work and to co-ordinate and work closely with colleagues.
- Willingness to take on more responsibility.