

sculpture by the sea

VOLUNTEERING POSITION DESCRIPTIONS

We are seeking enthusiastic and self-motivated people who are keen to gain hands on experience with one of Perth's most exciting events. These roles involve providing key support to the various departments of *Sculpture by the Sea*, assisting in the liaison with exhibition visitors, working along side staff and site crew, as well as exhibiting artists. The exhibition runs from 4 March – 23 March however some volunteering shifts commence as early as 27 Feb.

Please find below a position description for each department, however bear in mind that tasks do vary from day to day and may stray from what is written below.

EXHIBITION VOLUNTEERS

This position will assist the Exhibition Co-ordinator and the Exhibition Assistants in varied tasks. The role includes the following:

- Supporting Exhibition Coordination by assisting with the different phases of the exhibition,
- General office administration including mail outs and data entry, answering phones,
- Working in the site office catalogue marquee.
- This is a very general role and from day to day the tasks can change greatly. With staging a spectacular outdoor sculpture event tasks include, but are not limited to, visitor assistance, staging and set-up of site office, crowd counting and data entry.
- On occasion, exhibition coordination volunteers will be required to assist with the Sculpture Inside exhibition, with is a collection of our smaller works. Work will be along side Sales Manager and Assistant, working and setting up in the Sculpture Inside Gallery.

Desirable Criteria

- Exceptional communication skills
- Ability to prioritise tasks and be effective at time management
- Computer experience and a very solid working knowledge of MS Office programs. Cash handling skills
- Experience in providing administrative support
- Sense of humour, patient and level headed
- Excited to work outdoors with big crowds

Shifts

Saturday 27 Feb, 2 March – 23 March (various shift times per day)

SPONSORSHIP AND EVENT VOLUNTEER

This position will assist the Sponsorship team with sponsor activities during the exhibition period, primarily in the areas of corporate hospitality and events.

In consultation with the Sponsorship and Philanthropy Manager, duties and responsibilities will include:

- Assisting with set-up and administration of the Exhibition Party, and setting up with other corporate events
- Assisting with catering and beverage set-up for sponsor functions;

- General administration, assisting with supervising and being a positive presence in designated sponsorship areas.
- Assisting with mail outs and deliveries.

The ideal candidate will be organised, well presented, have an outgoing personality and the ability to think on their feet. They must be able to follow instructions and work unsupervised when required. Experience within hospitality/event management sectors is desirable.

Shifts

2 March, 3 March, Every weekend day of the exhibition 11am-3pm

EDUCATION PROGRAM VOLUNTEERS

For our education program we are seeking enthusiastic people to gain experience in visual arts education.

This role involves providing support to the artists conducting workshops as well as to the participating students. These workshops are held in marquees at Cottesloe Beach and are aimed at students from K to Year 10. Specifically the role will involve:

- Assistance with a morning and afternoon workshop each day, including the preparation of workshop space and materials, as well as clean-up of space at the conclusion of the session;
- Assistance for exhibiting artists before, during and after workshops; and
- Encouragement of students in their sculpture-making and general assistance to make their excursion as enjoyable as possible.
- It would be desirable for people who volunteer with the education department to be available for 3- 5 days during the exhibition to work with the education workshops.

Essential Skills & Qualities

- Organised, well presented and friendly
- Excellent communication skills and attention to detail
- Enjoyment of working with children
- Enthusiasm in creating sculpture

Desirable Skills & Qualities

- Tertiary qualifications or experience in the visual arts (studio, education, arts management and/or related fields)
- Experience of working with children
- Understanding of the Visual Arts/Creative Arts syllabus
- Primary or Secondary teaching experience

Shifts

Generally, Education shifts are Monday – Friday and shifts are from 9am-3pm (with break). Dates are **4 March – 23 March**. There is one shift available for the *Teachers Preview* on **3 March, 5pm – 8pm**.

FINANCE AND ACCOUNTS VOLUNTEER

This position will assist the Finance team during the exhibition period.

Tasks

In consultation with the financial officer duties and responsibilities will predominately be assisting with general cash counting and data entry and general administration tasks.

The ideal candidate will be organised, well presented, have an outgoing personality and the ability to think on their feet. They must be able to follow instructions and work unsupervised when required. Past experience in accounts or data entry would be advantageous.

Desired Skills & Qualities

- Basic numeracy skills and understanding of banking deposits system
- A keen interest in the arts
- Data entry experience
- Previous study in the area of finance/banking

Shifts

Shifts will be both weekend and weekdays from 11am-5pm from Friday 5 March – Tuesday 23 March. Hours are flexible and can be adjusted to suit the availability of a particular candidate.

SITE CREW / ON SITE VOLUNTEERS

Varied tasks include, but are not limited to assisting the Site Crew Team and being an On-site presence with the following. Often On-site volunteers are the face of the exhibition, so volunteers must be friendly with great people skills.

- Alerting the Site Crew Team to artists/others entering the exhibition site by walkie talkie
- General assistance with Site Crew needs
- Crowd counting
- Answering visitors queries, helping with directions etc
- Handing out various surveys that are of high importance to Sculpture by the Sea.
- Provide an on-site staff presence
- Assisting artists with the install of their sculptures when required
- To interact with the other exhibition staff, volunteers and visitors to the exhibition
- To work outdoors, meet new people and have fun in the process.

Note: Site Crew and Onsite Volunteers often work outdoors, in any weather conditions.

Essential qualities

- Friendly and approachable
- Well presented
- Dedicated and hard-working

Desired skills

- Energetic, hands on people who like to give things a go, enjoy working outdoors and understand the term "the show must go on". Some heavy lifting
- Experience or a keen interest in the arts and/or event management
- A current Senior First Aid Certificate
- Current drivers licence

Shifts

- Installation: Tuesday 2 March, Wednesday 3 March.
- Every weekday and weekend day of the exhibition from Thursday 4 March – Tuesday 23 March
- De-installation: Wednesday 24 March, Thursday 25 March