

sculpture by the sea

Sculpture by the Sea

Technical & Logistics Assistant - Sydney based. Part time or full time position

Position Description

Sculpture by the Sea is an annual series of free to the public outdoor sculpture exhibitions held at Bondi in Sydney in late October to mid November and Cottesloe beach in Perth in March. Each year featuring around 170 sculptures of all types and sizes and visited by an estimated combined 700,000 people the exhibitions are a major feature on the Australian cultural calendar attracting artists and visitors from across the world.

The Technical & Logistics Assistant works closely with and reports to the Technical & Logistics Manager and Logistics Coordinator to assist and support the T&L team in all areas of the planning of the event and the site, including the installation, operation and de-installation. The role will support the team with all administration, working closely with the Sculpture Sales team setting up sculpture moves and deliveries.

The role is full time based in our Surry Hills office. There is also a period of five to six weeks from late February to near the end of March each year where the successful applicant will be based in Perth for the Cottesloe exhibition.

Key aspects of the role include:

- Scheduling crew
- Reconciling supplier invoices and payments
- Crew time sheets
- Coordinating all crews onsite requirements
- Administering all artist paperwork to support the T&L planning for each exhibition
- To work with the Founding Director, when needed to assist with any T&L requirements for New Business
- To ensure all artists technical and logistic plans for the fabrication and installation of their sculpture is in order;
- assist the Site Manager to ensure the Sculpture by the Sea Risk Management Plan is up to date;
- To be the point person for Sculpture Inside to ensure they have everything needed during and post exhibition;
- manage the artists material sponsorship application and distribution process;
- assisting the regional, interstate and international artists with their freight and customs requirements to ensure their works arrive on time and as inexpensively as possible;
- managing the freight of works to and from Sydney and Perth;
- managing the UNSW storage facility
- assisting the planning, delivery and install of sculptures throughout the year;

Required skills, knowledge & personal attributes:

- experience in an events or festival role;
- sound computer skills, especially Word and Excel;
- excellent organisational skills;
- a “the show must go on” attitude;
- valid drivers license for NSW and WA
- preferred knowledge of freight, shipping, customs and quarantine procedures;