

# sculpture by the sea

Corporate Hospitality

Event Runner

*Sculpture by the Sea, Cottesloe*



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## Corporate Hospitality Event Runner – Job description

***Sculpture by the Sea, Cottesloe 2018:*** Full-time, 3.5 week contract

We will need the assistant to work weekdays from 24 February - 20 March, 2018

*Sculpture by the Sea, Cottesloe* is the world's largest annual outdoor sculpture exhibition. As a not-for-profit organisation our corporate sponsors and private donors are vital to the exhibition and as a benefit of their support we hold an extensive corporate hospitality program which includes twilight tours, and private cocktail functions each night of the exhibition.

Reporting to the Sponsorship & Events Manager overseen by the National Sponsorship Manager, the Event Runner will assist with the coordination and set up of up to 40 events held throughout the exhibition period, including high profile sponsor events, private patron functions and opening parties.

The Event Runner should be happy to do heavy lifting, be well presented, enthusiastic and be able to take direction. You must be able to meet deadlines under pressure, be reliable and punctual and be able to work in a fast paced outside event environment. The role will involve long hours during the exhibition period and will require multiple heavy lifting and driving tasks.

### The role in detail:

- 24 February (Saturday)
  - Induction and planning daily event schedules and run sheets for live exhibition that you will be running
- 26 – 28 February (Week 1 Monday-Wed)
  - Support sponsorship team with daily tasks ready for live exhibition launch
  - Receipts of sponsor deliveries to storage including heavy lifting of sponsor beverages and organising storage area with full inventory reporting to the Sponsorship & Events Manager
- 1 – 2 March (Week 1 Thurs-Friday)
  - Assisting in Event Running for all opening events mostly occurring on Thursday 1 March, with more than one event on each day
- 5 – 9 March (Week 2 Mon-Fri) AND 12 – 16 March (Week 3 Mon-Fri)
  - Supporting over 30 live events including preview events and opening party
  - Managing deliveries of sponsor beverages around the exhibition site for each event
  - Updating and reporting for master beverage inventory
  - Supporting organising and planning for daily events with stocking all event fridges, delivery of sponsor beverages to partner restaurants, overseeing catering deliveries, briefing event staff, overseeing wait staff hospitality duties including packing up all event items to storage, stock taking, washing up and packing away all glassware, allocating stock for next day's events ready for deliveries
- 19 – 20 March (Post-Exhibition Monday-Tues)
  - Support sponsorship team with daily tasks to return hired items and collect excess beverage stock
  - Return of sponsor assets and remaining stock to suppliers including heavy lifting of sponsor beverages and packing storage areas for shipping to NSW reporting to the Sponsorship & Events Manager

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## **Qualifications / skills:**

- Full, clean driver's licence with confident driving skills
- Driving knowledge of Cottesloe and Perth CBD
- Confident with heavy lifting, stock taking and scheduling
- Experience in a similar demanding hospitality role, personal aptitude and organisation skills must be demonstrated including relevant work experience in events
- Excellent communication skills
- Ability to manage multiple projects and work assignments
- Excellent attention to detail
- Excellent interpersonal skills both in person and by phone, with high professionalism
- Flexible hours throughout three week period

## **Term of Employment:**

The Event Runner role is a temporary contract with the hours as follows:

Monday to Friday\* from 12.00noon – 9.00pm with a 1 hour break at approx. 3pm each day

\* Depending on our 2018 sponsors there may be some weekend shifts, exact schedule to be issued upon appointment.

**Pay:** \$200pd

Please email your CV with a letter of expression to Su-Wen Leong: [su-wen.leong@sculpturebythesea.com](mailto:su-wen.leong@sculpturebythesea.com)

**Closing date:** 5pm, Wednesday 31 January 2018