

sculpture by the sea

Exhibition Coordinator - Full Time Position

The Organisation:

Staged on the spectacular Bondi to Tamarama coastal walk, *Sculpture by the Sea, Bondi* is one of Sydney's most popular events, with over 500,000 visitors viewing over 100 sculptures by artists from around the world. Held since 1997, this free to the public exhibition captures the imagination of Sydney and its visitors for 3 weeks each spring and is established as the largest annual sculpture exhibition in the world. The popularity of the Bondi exhibition led to the creation of *Sculpture by the Sea, Cottesloe* in Perth on Australia's Indian Ocean coast in March each year. Staged since 2005 the Cottesloe exhibition features over 70 sculptures and is enjoyed by 200,000 visitors, making the exhibition as much a part of Perth as the Bondi show is in Sydney.

As we fast approach the next Bondi exhibition, we are looking for a highly driven Exhibition Coordinator.

The Role:

The Exhibition Coordinator works closely with Senior Management as an integral link with our staff and the Artists, to ensure that the organisation functions effectively to produce the exhibitions and any other related *Sculpture by the Sea* projects.

The Key Responsibilities

- Coordinate the organisation's relationships with approximately 170 exhibiting artists each year;
- Responsible for the call for submissions for the exhibitions;
- Managing the communication flow with artists seeking to apply for the *Sculpture by the Sea* exhibitions in Bondi and Cottesloe;
- Manage the role and duties of the Exhibition Assistant;
- Responsible for monitoring artist contracts, subsidies, awards and coordinating artist letters and communication throughout the year;
- Manage the *Sculpture by the Sea* volunteer and intern program;
- Responsible for the coordination of aspects of the exhibition logistics such as the exhibition site office, communication with residents, the hire of goods, services and premises for the effective management of the site;
- Create and manage the exhibition production timeline of key events dates and deadlines throughout the year, overseen by Senior Management;
- Coordinate the production of different phases of the exhibitions as outlined in the Exhibition Production Manual (and to ensure the manual is updated for use by the organisation);
- Liaise with key stakeholders, such as the Curatorial Panels, local businesses, suppliers and exhibition consultants;
- Coordinate the administration for artist mentorships and awards, as overseen by the Exhibition Director;
- Assist in the preparation of grant applications and acquittals for local and overseas arts bodies;
- Assist in liaising with the *Sculpture by the Sea* publicist;
- Assist with functions, events and hosting of stakeholders during the exhibition and throughout the year;
- Coordinate other special projects throughout the year; and
- And a whole lot more that comes from the everyday communications with people involved in two of the world's largest sculpture exhibitions!

Selection Criteria:

- Have a passion for the arts and the drive to work in a not-for profit environment and keen to develop your position in a creative and driven production role;
- Ability to work autonomously and in a team;
- Keen to learn, be forward thinking and able to manage a varied and very busy workload;
- Well organised and highly proficient in administration skills including the finesse and management of the exhibitions production timelines;
- Friendly, enthusiastic and excited to join a small team working to occasional demanding deadlines;
- Confident working with a variety of stakeholders on a daily basis including the exhibiting artists, and our Founding Director, the wider *Sculpture by the Sea* team, event suppliers, high profile sponsors, patrons as well as our board of directors;
- Assist with all hire equipment and event materials including working with and managing interns, volunteers and event runners during exhibition; and
- Willing and confident to work away from Sydney as and when required including 4 - 5 weeks in Perth each March for *Sculpture by the Sea, Cottesloe*.

Skills and Qualifications:

- A minimum of two years working in a coordinator role for an Arts or events company;
- Excellent communication skills, including verbal, writing and proof reading skills;
- Excellent administrative skills;
- Ability to manage multiple tasks, proactive and keen to learn;
- Essential skills: Microsoft Word, Excel, PowerPoint and mail merges;
- You must hold a valid and current Driver's License;
- Desired skills: Experience in a similar role; experience with database systems (Sage ACT!); knowledge of design packages (InDesign), Data capture tools (Typeform)

While this position is often great fun and greatly rewarding, it is a demanding role.

Commencement:

Full fixed term contract, available to start immediately

Application:

Please send in your resume with a cover letter summarising your suitability and relevant experience for the position addressed to Suzie Clark, PO Box 300 Surry Hills OR email suzie.clark@sculpturebythesea.com.

Any questions about this role should be directed to Suzie Clark, telephone + 61 2 8399 0233

Closing Date:

Wednesday 20 June, 2018