

Design & Digital Manager

Full-time, based in Surry Hills, Sydney

Overview

Sculpture by the Sea is a not-for-profit organisation that stages the world's largest annual free to the public sculpture exhibitions in Sydney and Perth, with over three quarters of a million visitors each year. In October this year we will celebrate our 20th annual Bondi exhibition.

The Role

The role requires you to work independently and in a leadership capacity with direction from the Founding Director and other senior staff to conceive high quality and creative design solutions from inception through to implementation.

You will be a well-rounded and experienced designer, with a demonstrated ability to respond to briefs across print, branding, advertising, marketing and web design. You will develop creative and simple solutions that strategically deliver on the requirements of the brief. You will also be able to work within the bounds of existing branding guidelines, both internally and for sponsors.

Our office is based in Surry Hills, Sydney, however there is a requirement to travel to Perth for our Cottesloe exhibition for two weeks in March each year.

There is the possibility of the position being four days per week, except for the six weeks in the lead up to and three weeks of each exhibition when it is full time.

Responsibilities

- The design and production of *Sculpture by the Sea* print material including our exhibition catalogue, kids' guide, calendar, posters, invitations, advertisements and merchandise
- Planning and design of all on-site signing including catalogue marquees, banners, street flags etc.
- Updating the *Sculpture by the Sea* website with engaging and visually striking content
- Creation and distribution of *Sculpture by the Sea* eNewsletters
- Overseeing the *Sculpture by the Sea* Social Media networks
- Management of *Sculpture by the Sea* photo resources and internal and external image requests
- Bookings advertising and liaising with suppliers

sculpture by the sea

- Photography management including scheduling photographers for the exhibitions, ensuring all photos are archived correctly and providing appropriate photos to artists, publicists, media and sponsors
- Brand management, including working within established brand guidelines

Selection Criteria

1. Minimum of 3 years in a design position, with experience in the Arts or events industry a bonus
2. Adobe Creative Suite (especially InDesign and Photoshop) and finished art/pre-press production experience
3. Experience designing and managing EDM campaigns (Mailchimp or similar)
4. CMS (Wordpress or similar) management including basic HTML & CSS, as well as Google analytics reporting
5. In depth understanding of managing and growing social media platforms
6. Project management techniques including meticulous scheduling, workflow management and liaising with stakeholders

Salary

\$58,000 per annum plus superannuation and four weeks annual holiday with the opportunity to take an additional two weeks unpaid leave.

To Apply

Please email your resume, a letter addressing the selection criteria and portfolio in PDF format (or web link) to suzie.clark@sculpturebythesea.com