

Exhibition Intern

As one of the largest and most popular outdoor sculpture exhibitions in the world, the popularity of *Sculpture by the Sea, Bondi* led to the creation of *Sculpture by the Sea, Cottesloe* in Perth in March each year. Staged since 2005 the Cottesloe exhibition features over 70 sculptures from local, national and international artists and is enjoyed by 250,000 visitors, making the exhibition as much a part of Perth as the Bondi show is in Sydney.

We are seeking an enthusiastic and self-motivated individual to come on board in the area of administration, artist coordination and production to in preparation for our Cottesloe exhibition in early 2017.

Tasks

Reporting to the Exhibition Coordinator, the internship involves providing key administrative support to the Exhibition Coordination department specifically assisting in liaising with exhibiting artists, volunteers, and exhibition staff. You will assist the Exhibition Coordination department in managing the office and be involved in a wide-range of tasks relating to the production of the exhibition including administrative tasks.

Such administrative tasks will include:

- Basic letter/email writing,
- Assistance with mail outs,
- Answering phones and taking messages,
- Daily postal run,
- Processing exhibiting artist documents;
- Processing and rostering volunteers;
- Sourcing quotes;
- Conducting basic research tasks;
- Filing, and
- Data entry.

Essential Skills & Qualities

- Organised, well presented and friendly,
- Exceptional communication skills (written and verbal) and attention to detail,
- Ability to prioritise tasks and be effective at time management,
- Computer experience and a very solid working knowledge of MS Office programs,
- People skills and a love for the arts,
- Studying at a tertiary level,
- Current full drivers licence,
- A keen interest in events and the events industry.

****Note:** This internship is based in Sydney, NSW, working in our Surry Hills office to assist with the production of the upcoming exhibition. It does not include relocation to Perth however it is assumed that the internship will continue in Sydney, post-exhibition in the wrap-up.

Commitment

- Starting in early February, **minimum 2 days per week**. If you are interested in this position please email your cover letter and CV to regina.wadds@sculpturebythesea.com by **Wednesday 27 January**. If you have any questions please contact Regina, Exhibition Assistant, on (02) 8399 0233.

If successful you will be contacted for an interview.