

SCULPTURE INSIDE GALLERY VOLUNTEERS

Sculpture by the Sea, Bondi 2016

We are seeking enthusiastic and self-motivated volunteers who have a love of sculpture and are keen to gain hands-on experience in arts administration and gallery assistance with one of Australia's most dynamic arts organisations. The successful candidates will become a key part of our small team and work on site at the *Sculpture Inside* gallery at Bondi during this year's *Sculpture by the Sea, Bondi 2016* exhibition, which runs 20 October – 6 November.

Sculpture Inside is an indoor exhibition held during the *Sculpture by the Sea* exhibition in a large marquee in Marks Park, on the exhibition trail. With over 150 small sculptures on display and for sale, the gallery is free to the public and open daily throughout the exhibition from 9am to 5.30pm Monday to Friday, and from 9am to 7pm on weekends.

The Position

Reporting to the Sculpture Sales Assistant, this position involves supporting the Director Sculpture Sales and the Sales team during a busy exhibition period, assisting with general arts administration and exhibition preparations including installation and de-installation of *Sculpture Inside*. The *Sculpture Inside* Gallery volunteers will be representing *Sculpture by the Sea* and specifically the Sales team through interaction with artists, clients, and other stakeholders. [Previous gallery experience would be an advantage.](#)

Commitment

The *Sculpture Inside* Gallery volunteers will be required to work a minimum of three days per week, in the *Sculpture Inside* exhibition space from **Monday 17 October** until **Wednesday 9 November**. There will be an induction day on site in Marks Park on **Saturday 15 October** that we would like you to attend. You may be asked to attend some evening functions. Lunches will be provided on the days worked.

Responsibilities

- Artist and client liaison (verbal and written)
- General administration (i.e. database record keeping)
- General gallery upkeep
- Ensuring client safety within the gallery environment
- Responsible handling, placement and monitoring of sculptures
- Some wrapping of sold works
- Passing on clear information to those working around you
- General opening and closing procedures
- Assisting with sculpture sales including use of EFTPOS machine
- *Sculpture Inside* Preview Night (Wednesday 19 October)

Essential Skills & Qualities

- Relevant tertiary qualifications
- Keen interest in Contemporary Art
- Excellent verbal and written communication
- Exceptional attention to detail
- Ability to prioritise, multi-task and work well under pressure
- Good computer literacy (PC)
- Flexibility, maturity and ability to work in a small team
- Good problem solving skills
- Full and mature commitment to honouring timetable and given tasks
- Sense of humour

Please send cover letter and two-page resume to Giorgia Mack: giorgia.mack@sculpturebythesea.com
Applications close Wednesday 21 September 2016