

sculpture by the sea

Corporate Hospitality Coordinator *Sculpture by the Sea, Bondi*



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Corporate Hospitality Coordinator – Job description

Sculpture by the Sea, Bondi 2016: Contracted 4 weeks, schedule to be confirmed

Experienced, take charge professional with ability to manage event administration and logistics in a fast-paced not-for-profit arts environment.

Reporting to the Sponsorship and Events Coordinator, the Corporate Hospitality Coordinator will assist with the coordination of up to 40 events held throughout the exhibition period, including high profile sponsor events, private tours, patron functions and opening parties.

Must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision, and be willing to work long hours during the exhibition period. As well as manage and coordinate the day to day task of the Event Runner.

The Corporate Hospitality Coordinator should have a passion for event management, be an enthusiastic professional and be able to sustain and build relationships with internal and external suppliers, sponsors, patrons and staff.

Event Planning and Production

- Work closely with other *Sculpture by the Sea* staff, Event Runner, our caterers & wait staff, beverage sponsors, restaurant partners, and audio-visual suppliers to deliver high quality, smoothly run events.
- Propose new ideas to improve the event planning and implementation process.
- Serve as liaison with vendors/suppliers/restaurants on event-related matters.
- Manage event run sheets, updating all relevant information i.e. RSVP list, catering, key note speakers and equipment for all *Sculpture by the Sea* events.
- Manage all hire equipment and event materials.
- Assist with managing on-site production and clean-up for events as necessary.
- Prepare nametags, gift bags, registration lists, seating cards, etc. where appropriate
- Manage, overseen by the Sponsorship & Events Coordinator, the Event Runner who will work with the Corporate Hospitality Coordinator to prepare the events during the exhibition period.
- Work closely with artists and arts professionals who act as tour hosts for the exhibition functions.

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Qualifications:

- Excellent communication skills, including verbal, writing and proof reading skills.
- Ability to manage multiple projects and work assignments.
- Excellent interpersonal skills both in person and by phone, with high professionalism.
- Although the Event Coordinator will be reporting to the Sponsorship and Events Coordinator, they must have the ability to accomplish projects with little supervision.
- Fantastic customer service ethic and high expectations for quality.
- Bachelor's degree preferred; significant work experience can substitute for the degree.
- At least 1 year experience coordinating events.
- Proficient using Microsoft Word, Excel, PowerPoint and mail merges; email and web searches as well as experience with database systems.
- Hold a current Driver's License

Term of Employment:

The Event Coordinator Role is a temporary non-ongoing position.

Closing date: 5pm, Friday 30 September 2016.