

# sculpture by the sea

**Corporate Hospitality**

**Event Runner**

*Sculpture by the Sea, Bondi*



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## Sponsorship & Events Runner – Job description

***Sculpture by the Sea, Bondi 2016:*** Full-time, 3.5 week contract

We will need the assistant to work from 13 October - 8 November

*Sculpture by the Sea, Bondi* is the world's largest annual outdoor sculpture exhibition. As a not-for-profit organisation our corporate sponsors and private donors are vital to the exhibition and as a benefit of their support we hold an extensive corporate hospitality program which includes twilight tours, sunset bars and private cocktail functions each night of the exhibition.

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

The Event Runner should be happy to do heavy lifting, be well presented, enthusiastic and be able to take direction. You must be able to meet deadlines under pressure, be reliable and punctual and be able to work in a fast paced outside event environment. The role will involve long hours during the exhibition period and will require multiple heavy lifting and driving tasks.

### The role in detail:

- 13 – 14 October
  - Work two days in Surry Hills main office with permanent team planning daily event schedules and run sheets for live exhibition that you will be running
- 17 – 19 October
  - Support sponsorship team with daily tasks ready for live exhibition launch
  - Receipts of sponsor deliveries to storage including heavy lifting of sponsor beverages and organising storage area with full inventory reporting to Corporate Hospitality Coordinator
- 20 – 21 October
  - Assisting in Event running for all live events, with more than one event on each day
- 24 – 28 October ; 31 Oct – 4 November AND 7-8 Nov Pack Down
  - Supporting over 40 live events including preview events and opening party
  - Managing deliveries of sponsor beverages around the exhibition site for each event
  - Updating and reporting for master beverage inventory
  - Supporting organising and planning for daily events with stocking all event fridges, delivery of sponsor beverages to partner restaurants, overseeing catering deliveries, briefing event staff, overseeing wait staff hospitality duties including packing up all event items to storage, stock taking, washing up and packing away all glassware, allocating stock for next day's events ready for deliveries

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## **Qualifications / skills:**

- Full, clean driver's licence with confident driving skills
- Driving knowledge of Sydney Eastern Suburbs and CBD
- Confident with heavy lifting, stock taking and scheduling
- Experience in a similar demanding hospitality role, personal aptitude and organisation skills must be demonstrated including relevant work experience in events
- Excellent communication skills
- Ability to manage multiple projects and work assignments
- Excellent attention to detail
- Excellent interpersonal skills both in person and by phone, with high professionalism
- Flexible hours throughout three week period

## **Term of Employment:**

The Event Runner role is a temporary contract with the hours as follows:

Monday to Friday\* from 11.00am – 9.00pm with a 1 hour break at approx. 3pm each day

\* Depending on our 2016 sponsors there may be some weekend shifts, exact schedule to be issued upon appointment.

Please email your CV with a cover letter to Su-Wen Leong: [su-wen.leong@sculpturebythesea.com](mailto:su-wen.leong@sculpturebythesea.com)

**Closing date:** 5pm, Friday 30 September 2016