



Site Office Assistant

We are looking for an enthusiastic and self motivated individual to join our team at *Sculpture by the Sea, Bondi* in a temporary role as **Site Office Assistant**.

The role has 3 key aspects:

1. Working under the direction of the Exhibition Coordinator and Exhibition Assistant to assist with the smooth running of the exhibition;
2. General office administration; and
3. General assistance to all staff as required.

The Key Responsibilities:

- Liaising with exhibiting artists.
- Assisting with volunteer coordination.
- Crowd counting & surveying visitors.
- General administration of the site office, including but not limited to:
 - Answering phones and taking messages.
 - Daily post runs.
 - Computer support.
 - Assistance with exhibition mail outs.
 - Data entry.

Essential criteria:

- Exceptional communication skills;
- Ability to prioritise tasks and manage time effectively.
- Computer experience and a solid working knowledge of MS Office programs.
- Experience in providing administrative support.
- Full Drivers Licence; and
- A keen interest in the arts.

Desirable criteria:

- Previous practical experience in an event related environment or large scale public event.
- Volunteer coordination experience.
- Previous volunteer experience with *Sculpture by the Sea*;
- Tertiary or similar qualifications in Event Management, Arts Administration and/or related fields; and
- Experience in working with database programs.

The Terms of Employment

The role is a short term contract commencing Wednesday 11 October – Friday 10 November 2017.

Please be aware that this is a rewarding but demanding role. Each day you will be required to work long hours, four - six days a week. However, you will gain extremely valuable experience in the events field and work with a great team.

Please submit your cover letter and resume to Regina Wadds, Exhibition Assistant, at regina.wadds@sculpturebythesea.com by Friday 15 September.