



***Sculpture by the Sea* Exhibition Intern**

We are seeking an enthusiastic and self-motivated individual to come on board in the area of administration, artist coordination, and production to assist during *Sculpture by the Sea, Cottesloe*, 2017 in Perth. *Sculpture by the Sea, Cottesloe* is held along Australia's Indian Ocean coast in March each year. Staged since 2005 the Cottesloe exhibition features over 70 sculptures and is enjoyed by 250,000 visitors.

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, visitors to the exhibition, and exhibition staff. You will assist the Exhibition Coordination department in managing the Cottesloe site office and be involved in a wide-range of tasks relating to the production of the exhibition including administrative tasks. This internship would be ideal for someone interested gaining experience in the events industry.

Tasks may include:

- Basic letter/email writing.
- Assistance with mail outs.
- Answering phones and taking messages.
- General Administration.
- Daily postal run, and
- Data entry.

Essential Skills & Qualities

- A keen interest in the Arts and the Events Industry,
- 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,
- Currently studying at a tertiary level
- Current full drivers licence.

Commitment

The position will commence from Saturday 25 February until 24 March 2017 **minimum of 2 days** per week, preferably week days,

If you are interested in this position please email your cover letter and CV to Regina Wadds, Exhibition Assistant at regina.wadds@sculpturebythesea.com by Friday 03 February 2017. For any questions, please phone Regina at our office on (02) 8399 0233.

If successful you will be contacted for an interview.