

sculpture by the sea

Sculpture by the Sea

Technical & Logistics Coordinator - Sydney based.

Salary Range \$50k-\$60k

Position Description

Sculpture by the Sea is an annual series of free to the public outdoor sculpture exhibitions held at Bondi in Sydney in late October to mid November and Cottesloe beach in Perth in March. Each year featuring around 180 sculptures of all types and sizes and visited by an estimated combined 700,000 people the exhibitions are a major feature on the Australian cultural calendar attracting artists and visitors from across the world.

The Site Management team is responsible for the planning, installation and operation of site infrastructure and work closely with exhibiting artists to assist them with the technical aspects of producing and installing their sculptures.

The Technical & Logistics Coordinator works closely with and reports to the Site Manager and Assistant Site Manager to support the Site Management team in all areas in the planning of the event. The role will support the Site Management team and work closely with the Sculpture Sales team coordinating sculpture moves, deliveries and installs of sold works.

The role is full time based in our Surry Hills office. There is also a period of five to six weeks from late February to near the end of March each year where the successful applicant will be based in Perth for the Cottesloe exhibition.

Key aspects of the role include:

- Assisting the planning for delivery and install of sold sculptures throughout the year;
- Scheduling crew;
- Reconciling supplier invoices and payments;
- Crew time sheets;
- Coordinating crew onsite requirements
- Administering artist paperwork to support the technical and logistics planning for each exhibition;
- Support Site Manager by communicating with artists to ensure technical and logistic plans for the fabrication and installation of their sculpture is complete;
- Assist the Site Manager to ensure the Sculpture by the Sea Risk Management Plan is up to date;
- Manage the artists material sponsorship application and distribution process;
- Assisting the regional, interstate and international artists with their freight and customs requirements to ensure their works arrive on time and as inexpensively as possible;
- Assist the management of the UNSW storage facility

Required skills, knowledge & personal attributes:

- Experience in theatre, events, festivals or the arts;
- Experience using power and hand tools;
- Sound computer skills, especially Word and Excel;
- Excellent organisational skills;
- A "the show must go on" attitude;
- Valid Australian driver's license

Highly regarded

- Knowledge of national and international freight;
- Experience packing trucks and containers;
- Telehandler licence, EWP licence, Forklift licence;
- Interest in the visual arts and working with artists

To Apply

Please send a cover letter detailing your interest in the job and suitability for the role and a CV to Philip Wadds

via email philip.wadds@sculpturebythesea.com

or

post to Philip Wadds – Site Manager, Sculpture by the Sea, PO Box 300, Surry Hills, NSW 2010