



VOLUNTEER POSITION – 6 Week Program

SCULPTURE SALES ASSISTANT – ARTS ADMINISTRATION

We are seeking an enthusiastic and self-motivated volunteer who is keen to gain hands-on experience in arts administration with one of Australia's most dynamic arts organisations. The successful candidate will become part of the small sales team working in our Surry Hills (NSW) office to assist with preparation in the lead-up to the *Sculpture by the Sea*, Cottesloe exhibition taking place in March 2017.

Background

Founded in 1997, *Sculpture by the Sea* is an annual free to the public series of exhibitions staged along the Bondi to Tamarama coastal walk in Sydney in October/November and Cottesloe Beach in Perth in March.

Sculpture by the Sea is the largest free-to-the-public sculpture exhibition in the world. The not-for-profit organisation exhibits over 100 sculptures along the 2km Bondi coastal walk each spring, visited by over 400,000 people, and on average 95 sculptures are exhibited on Cottesloe Beach. The 20th Bondi exhibition was staged this year; the 13th Cottesloe show opens in March 2017.

Sculpture Inside is a free to the public indoor exhibition open daily during the *Sculpture by the Sea* exhibition period, showing over 100 freestanding, small sculptures by exhibiting and invited artists that are on display and for sale. *The Sculpture Inside* exhibition is curated and managed by *the Sculpture by the Sea* sculpture sales team.

Sculpture Inside has become a well-respected exhibition in its own right and is extremely popular with collectors and the general public as the exhibition provides a wonderful opportunity to purchase works by emerging, mid-career and established Australian and international artists.

Sculpture by the Sea was established to create a major free-to-the-community event that is quintessentially Australian. There was a wish to facilitate the work of artists and to provide a free to the public cultural activity. Very quickly the exhibition became a focus for sculptors and sculpture in Sydney and Australia.

Although not initially established with a view to attracting significant sculpture sales, the exhibitions do generate a large amount of sculpture sales, predominantly to private collectors. For the past 10 years we have actively promoted the sale of sculpture and are proud of our role in generating significant income for many of the artists in our exhibitions. The commission that *Sculpture by the Sea* earns from sculpture sales in both the outdoor and indoor exhibitions is an important contributor to the exhibition's revenue.

The Position

The Volunteer Sculpture Sales Assistant Program will offer high level administration experience to individuals interested in pursuing a career in the arts.

Volunteers participate in the developmental stages of the *Sculpture Inside* exhibition and complete specific projects or portions of larger departmental initiatives associated with the outdoor show.

As part of a small team, the Volunteer Sculpture Sales Assistant will be representing *Sculpture by the Sea* and specifically the sales team through interaction with artists, clients and other stakeholders.

Key Tasks include assisting the Sculpture Sales Coordinator and Director of Sculpture Sales with:

- Artist liaison (verbal and written)
- Client database development and management (ACT)
- Development and management of images galleries
- Development and management of the small sculpture database
- Development of *Sculpture Inside* inventory
- Website and social media
- Editing of sculpture sales material such as artist biographies
- Producing marketing material
- Coordinating small sculpture freight and deliveries
- Packing and handling sculptures
- Answering incoming calls and taking messages for the office
- Responding to general sculpture sales enquiries
- On-line filing
- General day to day assistance within the office such as ordering office supplies

This position offers the candidate a high level of involvement in an exciting and fast-paced atmosphere, and provides an insight into the planning and execution of staging a major public art event, with an opportunity to increase knowledge of sculpture and contemporary artists from local, national and international backgrounds.

Essential Skills & Qualities

Volunteers are accepted based on their academic background, professional skills, interests, and career goals. Essential skills & qualities include:

- Relevant tertiary education
- Keen interest in contemporary art
- Excellent verbal and written communication
- Exceptional attention to detail
- Ability to prioritise, multi-task and work well under pressure
- Good computer literacy (PC)
- Flexibility, maturity and ability to work in a small team
- Full and mature commitment to honouring timetable and given tasks
- Sense of humour

Commitment

The successful applicant would be required to commence work in the week commencing Monday 16 January 2017. The six week Program will run up to Friday 24th of February.

The volunteer working hours are flexible for the duration of the Program, however we do require a minimum commitment of two days per week.

Contact

Please send a cover letter and your 2-page resume, expressing why are you suited to the position, to Regina Wadds, Exhibition Assistant, at regina.wadds@sculpturebythesea.com by **Friday 9 January 2016**.