



VOLUNTEER POSITION

SCULPTURE SALES ASSISTANT – ARTS ADMINISTRATION

Sculpture by the Sea, Bondi 2017

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 sculpture sales team based in our Surry Hills (NSW) office working on the 21st annual *Sculpture by the Sea, Bondi* exhibition, from 19 October to 5 November 2017.

Background

Founded in 1997, *Sculpture by the Sea* is the largest free-to-the-public sculpture exhibition in the world.

Our 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 each March, with visitor numbers of around 200,000 people.

Sculpture by the Sea actively promotes the sale of sculpture through the Sculpture Sales team, and generates income for many artists in our exhibitions, with the commission earned on sales being an important contributor to the exhibition's revenue.

The Position

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

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

The Program will run from the start of August for a 16 week period, so that the successful candidate can be involved in the lead up to, the duration of and the wrap up of *Sculpture by the Sea, Bondi 2017*.

Volunteers will participate in the developmental stages of the curation of *Sculpture Inside*. *Sculpture Inside* is a free to the public selling indoor exhibition open daily during *Sculpture by the Sea*, exhibiting over 100 small sculptures by exhibiting and invited artists, curated and managed by the sculpture sales team.

The volunteer will work with the sculpture sales team to deliver, open and run the day to day activity of the indoor exhibition. Volunteers may also be involved with projects and initiatives associated with the outdoor exhibition.

Volunteers will work with the team to close down the exhibition and will be involved with post-exhibition sculpture sales administration.

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.

Tasks

Assisting the Sculpture Sales Coordinator with:

- Processing *Sculpture Inside* artist submissions
- Artist liaison (verbal and written)
- Production of sales marketing material, i.e., gallery labels, artist biographies, image galleries
- Distribution of sales marketing material
- Updating database records
- Coordinating small sculpture freight and deliveries
- Packing and handling sculptures
- Responding to general sculpture sales enquiries
- Installation and de-installation of small sculptures in the gallery space of *Sculpture Inside*
- Sculpture sales

Skills & Qualities

Applicants will be considered based on their tertiary education, professional experience, career goals and personal interests. We would look for applicants with:

- A keen interest in contemporary art
- Excellent verbal and written communication
- Exceptional attention to detail
- An ability to prioritise, multi-task and work well under pressure
- Good computer literacy (PC)
- Solid practical skills base
- Flexibility, maturity and ability to work in a small team
- Full and mature commitment to honouring timetable and given tasks
- A sense of humour

Desirable Skills & Qualities

- Knowledge of sculpture
- Creative writing and computer layout skills

Commitment

The volunteer working hours are flexible for the duration of the Program, i.e., working half days. However we do require a minimum commitment of 2 days per week.

The successful applicant would be required to commence at our Surry Hills office the week commencing Monday 7 August, in order to have an opportunity to participate in pre-exhibition planning for the Bondi 2017 exhibition which opens in October, and to become familiar with the organisation and to gain knowledge of the exhibiting artists and their works.

Normal office hours for staff members are 9am to 6pm with extended working hours over the duration of the exhibition.

Contact

Please send a cover letter and resume expressing your interest in this position to Giorgia Mack, Sculpture Sales Coordinator, e: giorgia.mack@sculpturebythesea.com.

Calls for this volunteer position will close end June 2017 with interviews up until end first week July 2017.