



## **Exhibition Intern**

*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.

We are seeking an enthusiastic and self-motivated person to come on board in the area of administration, artist coordination and production to assist with our Cottesloe exhibition.

### **Tasks**

Reporting to the Exhibition Coordinator & Exhibition Assistant, the internship involves providing key administrative support to the Exhibition Coordination department specifically assisting in liaising with exhibiting artists, volunteers, and exhibition staff. You will assist the Exhibition Coordination department in managing the office and be involved in a wide-range of tasks relating to the production of the exhibition including administrative tasks.

### **Such administrative tasks will include:**

- Basic letter/email writing,
- Assistance with mail outs,
- Answering phones and taking messages,
- Daily postal run,
- Processing exhibiting artist documents;
- Sourcing quotes;
- Conducting basic research tasks;
- Filing, and
- Data entry.

### **Essential Skills & Qualities**

- 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,
- People skills and a love for the arts,
- Current full drivers licence,
- A keen interest in events and the events industry.

### **Commitment**

#### **February – March 2018**

Starting in mid February minimum 2 days per week if you are interested in this position please email your cover letter and CV to [regina.wadds@sculpturebythesea.com](mailto:regina.wadds@sculpturebythesea.com) . If you have any questions please contact Regina, Exhibition Assistant, on (02) 8399 0233.

If successful you will be contacted for an interview.