



**VOLUNTARY POSITION (Perth-based volunteer program)
SCULPTURE SALES ASSISTANT – ARTS ADMINISTRATION**

VOLUNTARY PROGRAM

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 vibrant arts organisations, *Sculpture by the Sea* ('SXS'), for our 14th annual *Sculpture by the Sea, Cottesloe* exhibition in Western Australia.

Sculpture Inside (SI) is an indoor exhibition of sculpture by exhibiting artists and selected invited artists, held by SXS to coincide with the outdoor exhibition. *SI* has become a well respected exhibition in its own right, and is extremely popular with collectors and the general public. The exhibition provides a wonderful opportunity to purchase works by emerging, mid-career and established Australian and international artists, and allows visitors to explore our artists' work on a much more intimate scale than in the outdoor exhibition.

The Position

You will join our dynamic Sculpture Sales team to assist with installing, curating and managing *SI*. Working with the Sculpture Sales Coordinator, you will represent the Sculpture Sales team (including the Director of Sculpture Sales and Sculpture Sales Business Manager) through interaction with artists, clients and other key stakeholders.

The Volunteer Sculpture Sales Assistant Program offers practical arts administration experience to individuals interested in pursuing a career in the visual arts. This position offers a high level of involvement in an exciting and fast-paced atmosphere, and provides insight into the planning and execution of a major public art event. Working specifically in *SI*, with exhibiting artists from local, national and international backgrounds, provides an excellent opportunity to engage with the world of contemporary sculpture.

The position will be based on-site in Cottesloe from Monday 26 February to Wednesday 21 March, for at least two half or whole days a week. The first week will involve three days of hands-on installation, setting up the *SI* office and receiving, unpacking and placing sculptures. During the exhibition, you will have the opportunity to assist with tasks including gallery upkeep, database management, client and artist communication, and artwork wrapping and handling. Once *SI* closes on Sunday 18 March, you will be able to assist with de-installing the exhibition, preparing works for collection or delivery and packing down the gallery and office.

Tasks

Assisting the Sculpture Sales Coordinator ('SSC') with:

- Data input
- Artist and client liaison (verbal and written)
- General administration (i.e. answering phones, taking messages, opening emails and post, record keeping, filing, computer support)
- Production and distribution of sales marketing material
- General day to day upkeep of the gallery and office
- Installation and de-installation of sculptures
- Wrapping of sculptures for delivery and packing



Skills & Qualities

Applicants will be considered based on their education, professional experience, career goals and personal interests. Ideally, applicants will have:

- A keen interest in contemporary art
- Excellent verbal and written communication
- Exceptional attention to detail
- An ability to prioritise, multi-task, take initiative 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

Commitment

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

If this role is for you, you will be required to attend a short induction morning for all staff on Saturday 24 February 2018. Your desired days will then be included in the staff roster from Monday 26 February until Wednesday 21 March. Normal office hours for staff members are 9am to 6pm.

Contact

Please send a cover letter and CV expressing your interest in this volunteer position to Imogen Castledine, Sculpture Sales Coordinator, e: imogen.castledine@sculpturebythesea.com.

Applications close **Thursday 15 February**.

Background

Founded by David Handley 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, Bondi began in 1997, and the first Sculpture by the Sea, Cottesloe exhibition was held in 2005.

Sculpture by the Sea is the largest free-to-the-public sculpture exhibition in the world.

The aims of *Sculpture by the Sea* are many and varied. Initially, *Sculpture by the Sea* aimed to create a major free-to-the-community event for the people of Sydney and its visitors that was 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. 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 (from both the outdoor exhibition and SI) is an important contributor to the exhibition's revenue.