

'Sculpture Inside' Administrative Assistant – **Part-time Voluntary Position**

A VOLUNTARY ROLE

A SYDNEY-BASED VOLUNTEER PROGRAM AT SCULPTURE BY THE SEA

'SCULPTURE INSIDE' ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION

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, *Sculpture by the Sea*. The successful candidates will become a part of the small sculpture sales team based in our Surry Hills (Sydney NSW) office working at least 2 days a week over an 8 week period on the preparation for 'Sculpture Inside'.

'Sculpture Inside' (SI) is a free-to-the-public indoor sculpture exhibition open daily during the *Sculpture by the Sea* (SXS), showcasing more than 100 small sculptures by exhibiting artists that are for sale. The 'Sculpture Inside' exhibition is curated and managed by *the Sculpture by the Sea* sales team and is held in a large pop-up marquee in Marks Park on the exhibition site.

The Position

The volunteer 'Sculpture Inside' Administrative Assistant Program offers arts administration experience to individuals interested in pursuing a career in the visual arts. There are two positions available. Both offer a similar learning experience at different phases of the exhibition timeline.

As part of a small team, working with the Sculpture Sales Coordinator, and alongside the Sculpture Sales Business Manager and the Director Sculpture Sales, the Volunteer 'Sculpture Inside' Administrative Assistants will be representing *Sculpture by the Sea* and specifically the Sculpture Sales team through interaction with artists, clients and other key stakeholders.

This position offers the volunteer 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 local, national and international contemporary artists and sculpture.

The successful applicants will join the team either in July or in September to assist for a minimum of 2 days per week over an 8 week period in the preparation of 'Sculpture Inside'. The successful applicants will be invited to work alongside the 'Sculpture Inside' Gallery Assistants and the Sculpture Sales team in the gallery on the exhibition site at Marks Park during *Sculpture by the Sea* to experience the day-to-day running of the gallery and the sculpture sales operation.

July to August Volunteer Program:

Commencing in the first week of July through until the end of August, the successful applicant will work two days a week and play a vital role in assisting the processing of 'Sculpture Inside' applications,

sculpture by the sea

editing the catalogue and planning for the exhibition. Volunteers will be offered an additional opportunity of working during exhibition time between 18 October - 4 November, 2018.

September to October Volunteer Program::

Commencing in the first week of September through until end of October, the successful applicant will play a vital role in the final stages of exhibition planning including receiving exhibiting sculptures, updating database records, assisting with office relocation to Marks Park and assisting with client liaison.

Tasks

Both volunteers will assist the Sculpture Sales Coordinator ('SSC') with:

- 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
- Cataloguing sculptures

Skills & Qualities

Applicants will be considered based on their tertiary education, professional experience, career goals and personal interests. We are looking 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

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 for the 8 week period. 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 Emma O'Neill, Sculpture Sales Coordinator, emma.oneill@sculpturebythesea.com

Background

sculpture by the sea

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 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 including from the 'Sculpture Inside' gallery. For the past 10 years we have actively promoted the sale of sculpture at *Sculpture by the Sea* and are proud of our role in generating significant income for many of the artists in our exhibitions and of the important contribution that the commission from sales contributes to our exhibition's revenue.