

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

A SYDNEY-BASED VOLUNTEER PROGRAM AT SCULPTURE BY THE SEA

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 candidate will become a part of the small sculpture sales team based in our Surry Hills office (Sydney, NSW) working at least 2 days a week over an 8 week period on the preparation for 'Sculpture Inside', part of the 23rd *Sculpture by the Sea, Bondi* (24 October 2019 to 10 November 2019).

'Sculpture Inside' is a free-to-the-public selling indoor sculpture exhibition open daily during *Sculpture by the Sea*, showcasing more than 150 small sculptures by exhibiting artists. 'Sculpture Inside' is curated and managed by the sculpture sales team held in a large temporary gallery on the Bondi exhibition site.

The Position

As part of a small team, working with the Sculpture Sales Coordinator, and alongside the Director Sculpture Sales, the Volunteer 'Sculpture Inside' Administrative Assistant will represent *Sculpture by the Sea* and specifically the Sculpture Sales team through liaison with artists, clients and other key stakeholders. The volunteer will assist with the cataloguing of sculptures, production and distribution of sales marketing materials and maintenance of the sculpture sales databases. The program offers valuable arts administration experience for those interested in pursuing a career in the visual arts, and opportunities may arise for short term paid positions during the exhibition period.

This position provides the volunteer 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, and offers high level involvement in an exciting and fast-paced atmosphere.

Sculpture by the Sea Incorporated
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Bondi
24 October - 10 November 2019

Cottesloe
1 - 18 March 2019

Australian Exhibition Patrons
Nicola & Andrew Forrest AO
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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
- Good computer literacy (PC)
- Solid practical skills base
- Flexibility, maturity and ability to work in a small team
- Commitment to honouring timetable and given tasks
- A sense of humour

Applicants can apply to join the team through one of three programs commencing in either mid-May, July or September to assist for a minimum of 2 days per week (with flexibility to do half days) over an 8 week period.

Program Timeframes

- Mid-May to July 2019 – Applications close Monday, 29 April 2019
- July to August 2019 – Applications close Monday, 3 June 2019
- September to October 2019 – Applications close Monday, 5 August 2019

Contact

Please send a cover letter and CV expressing your interest in this volunteer position to Thomas Peabody, Sculpture Sales Coordinator, thomas.peabody@sculpturebythesea.com prior to the application deadlines.

Background

Founded in 1997, *Sculpture by the Sea* is the largest annual free-to-the public sculpture exhibition in the world staged along the Bondi to Tamarama coastal walk in Sydney in October/November and Cottesloe Beach in Perth each March.

See website for more information: <https://sculpturebythesea.com/>