

Site Manager - Sydney based

About Sculpture by the Sea

Sculpture by the Sea is an annual series of free to the public major outdoor sculpture exhibitions held at Bondi in Sydney in late October to mid November and Cottesloe beach in Perth in March. Each year the exhibitions feature over 170 sculptures of all types and sizes by artists from around the world that are visited by a combined 700,000 people. In addition we created a permanent sculpture trail 'Sculpture Encounters – Granite Island' at Victor Harbor in South Australia in 2017 with new sculptures installed every six months.

Sculpture by the Sea Incorporated is a not for profit incorporated association listed on the National Cultural Register. Our main offices are based in Surry Hills, Sydney from which most of our 14 full time and 10 permanent part time work, while several of our permanent staff are based in Perth.

Our Mission Statement is:

To stage major free to the public sculpture exhibitions in Sydney and Perth that transform beautiful and popular coastal locations into large temporary sculpture parks for all to enjoy. We have the interests of sculptors at the core of what we do and aim to provide an appropriate level of financial and in-kind support to the exhibiting sculptors to facilitate their careers and Sculpture as an Art form in Australia. Through staging free exhibitions we aim to engender a greater sense of community while projecting the host city in a dynamic and sophisticated, yet relaxed light, nationally and internationally.

Position Description

Reporting directly to the Exhibition Director, the Site Manager is responsible for managing the installation, operation and de-installation of the site including all of the sculptures and the event infrastructure.

Key to the role is working closely with each of the exhibiting artists and other key stakeholders to understand and then safely manage the diverse logistical matters arising from placing so many unique structures within a popular and highly visited landscape.

The role is full time based in our Surry Hills office, but with a reasonably significant amount of time working out of the office, either on site, at our storage facilities or with clients. For the period of 6 weeks from late February to near the end of March each year the position is based in Perth for the Cottesloe exhibition.

There are two positions that report to the Site Manager:

Assistant Site Manager – Technical: is responsible for crew sourcing and management, freight packing, booking of infrastructure and install equipment; and

Assistant Site Manager – Logistics: is responsible for international, interstate and local freight management

Duties Include:

- assisting the updating of the call for submissions documentation prior to applications opening;
- reviewing artist applications prior to the selection process to ensure they contain all required information and meet the selection criteria;
- advising the curatorial panel on technical aspects of sculpture applications during the selection process;
- managing the sculpture engineering review panel to determine which sculptures will require engineering certification;
- working with the certifying engineers to ensure each sculpture meets the required standards;
- working with each of the selected artists throughout the year to assist them to realise their artistic vision and advise them on technical issues;
- analysing documentation supplied by all selected artists and create a detailed install process for each sculpture;
- generating risk management documentation and job safety analysis for each sculpture install;
- generating install and deinstall schedule including allocating crew and mechanical resources for each sculpture;
- liaising with local councils regarding sculpture and infrastructure installation;
- managing the implementation of the Sculpture by the Sea Risk Management Plan;
- conducting the delivery and install of sculptures throughout the year, including the physical installation of works and or the management of crew as appropriate;
- maintaining sculptures in permanent collections under our management;
- overseeing exhibition site infrastructure install for all departments including site offices, temporary cafes, marquees, plinths etc;

- overseeing the recruiting of install crew, senior site crew and site crew for each exhibition;
- overseeing the management of our storage facilities at Kingswood (far Western Sydney), Gomboc Gallery Sculpture Park (far Eastern Perth) and UNSW (inner city Sydney);
- overseeing the management of regional, interstate and international artists to assist with their freight and customs requirements to ensure their works arrive in Sydney and on site on time and as inexpensively as possible; and
- overseeing the management of freighting of works to and from Sydney and Perth.

We have several regular and highly experienced install crew and senior site crew who have worked on many of our exhibitions, however not all of these crew are available for each exhibition.

In the month leading up to the exhibition and during certain weeks of the exhibition you will be required to work very long days for possibly six or occasionally seven day weeks, including any public holidays during the exhibitions. For each six day week worked during the exhibitions you will be provided with a day in lieu. These days in lieu are to be taken, on days to be agreed with the Founding Director, in the 3 weeks immediately following the exhibitions to enable you to rest after the exhibitions. This time in lieu cannot be accrued to be taken as annual leave at a later date, nor are days in lieu accrued at any other time throughout the year apart from the actual weeks of the exhibition and the two weeks leading up to an exhibition

Selection Criteria

- high level major event management skills
- excellent verbal and written communication skills
- ability to multi-task and manage overlapping project timelines
- management of teams engaged in complex site management logistics operations, whether this be at festivals, events or construction projects
- experience budgeting, generating and managing timelines
- knowledge of materials and fabrication processes
- excellent team leader and self-starter
- an appreciation for the Arts and artists
- the knowledge and temperament to mentor artists whose works regularly push the boundaries of their own experience and technical skills
- sound computer skills, especially Word and Excel
- the ability to work under considerable pressure especially during exhibition periods
- excellent organisational skills
- excellent problem solving skills
- a “the show must go on” attitude
- a valid drivers license for NSW and WA

Desirable Skills & Qualifications

- EWPA telescopic handler card
- EWPA EWP operator card
- current Provide First Aid HLTAID003 certificate
- knowledge of freight, shipping, customs and quarantine procedures
- hands on construction and/or fabrication experience

Salary

The salary will be discussed with candidates during the first interview commensurate with their experience. We will be pleased to answer initial questions from those selected for the first interview.

To Apply

We are seeking to appoint a suitable new Site Manager at the earliest possible opportunity to take responsibility for this year’s exhibition which opens on 24 October. Our current Site Manager will be available for an extensive handover and consultation.

Please send a cover letter detailing your interest in the job and suitability for the role and a copy of your resume by email to suzie.clark@sculpturebythesea.com with the subject **Site Manager Application**.