

# sculpture by the sea

## **Site Office Assistant**

We are looking for an enthusiastic and self-motivated individual to join our team at *Sculpture by the Sea, Bondi 2019* in a temporary role as **Site Office Assistant**.

### **The role has 3 key aspects:**

1. Working under the direction of the Exhibition Coordinator and Exhibition Assistant to assist with the smooth running of the exhibition;
2. General office administration; and
3. General assistance to all staff as required.

### **Key Responsibilities:**

- Liaising with exhibiting artists.
- Assisting with volunteer coordination.
- Crowd counting & surveying visitors.
- General administration of the Reception, including but not limited to:
  - Answering phones and taking messages.
  - Daily post runs.
  - Computer support.
  - Assistance with exhibition mail outs.
  - Data entry.

### **Essential criteria:**

- Exceptional communication skills;
- Ability to prioritise tasks and manage time effectively.
- Computer experience and a solid working knowledge of MS Office programs.
- Experience in providing administrative support.
- Full Drivers Licence; and
- A keen interest in the arts.

### **Desirable criteria:**

- Previous practical experience in an event related environment or large scale public event;
- Volunteer coordination experience;
- Previous volunteer experience with *Sculpture by the Sea*;
- Sound knowledge in social media;
- Tertiary or similar qualifications in Event Management and/or related fields; and
- Experience in working with database programs.

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## The Terms of Employment

Please see below details of the three available short-term contracts:

- Pre-Exhibition:  
Commencing - Monday 30 September 2019 to Tuesday 15 October (Monday to Friday roster).  
*This role is a part time role which will change into a full time position during exhibition. Applicants must be available to work at least twice a week between Monday to Friday, with the potential to work three days a week during this time.*
- During Exhibition:  
Commencing - Wednesday 16 October 2019 to Friday 15 November 2019  
*There are three available positions for this role. Applicants must be available to work at least five days available between Monday to Sunday.*

Please be aware that this is a rewarding but demanding role. Each day you will be required to work long hours, four - six days a week. However, you will gain extremely valuable experience in the events field and work with a great team.

Please submit your cover letter and resume to Regina Wadds, Exhibition Assistant, at [regina.wadds@sculpturebythesea.com](mailto:regina.wadds@sculpturebythesea.com) by Friday 06 September 2019.