

## **Assistant Site Manager Sculpture by the Sea - Sydney based**

**Full time 52 weeks per annum**

**Salary Range \$75k-\$85k per annum plus superannuation**

### **Position Description**

Sculpture by the Sea Incorporated is a not for profit incorporated association ('SXS') which stages an annual series of free to the public outdoor sculpture exhibitions staged in Sydney in late October to mid November and Cottesloe Beach in Perth in March. Each year the two *Sculpture by the Sea* exhibitions feature approximately 180 sculptures of varying material, form, and scale, and have a combined estimated 700,000 visitors.

The *Sculpture by the Sea* exhibitions are a major feature on the Australian cultural calendar attracting artists and visitors from across the world.

The Site Management team has two full time positions; Site Manager and Assistant Site Manager, as well as one permanent part-time role; Assistant Site Manager - Logistics. The team is responsible for the planning and installation of all sculptures and exhibition infrastructure, and works closely with exhibiting artists to assist them with the technical aspects of producing, transporting and installing their sculptures. In addition, the Site Management team oversees the day-to-day operation of the exhibition sites across Australia.

The Assistant Site Manager works closely with and reports to the Site Manager.

The role is permanent full time based in Sydney in our Surry Hills office. There is also a period of five to six weeks from mid February to end of March each year where the successful applicant will be based in Perth for the Cottesloe exhibition. Staff travel and accommodation is provided for this period away from Sydney.

This position is suitable for the right person with the requisite skills seeking an entrance to an interesting and colourful career, especially one someone who has had experience in the events or construction industries.

### **Key aspects of the role include:**

- The direct planning and preparation of up to 30% of artwork installations for each exhibition, working closely with the Site Manager;
- Manage and maintain the Kingswood, NSW, and Western Australian storage facilities, including artwork inventory and condition reporting;
- Manage sourcing of Site Crew for each exhibition including interviewing and selecting personnel with appropriate skills and experience;
- Manage exhibition scheduling and time sheets of Site Crew;
- Manage Site Crew onsite requirements with other departments;
- Assisting the Assistant Site Manager - Logistics to plan container and truck packing;
- Manage loading and unloading of all sculptures and freight;
- Manage delivery and install of sold sculptures during exhibition and throughout the year;
- Manage booking of install and deinstall equipment, and site infrastructure;
- Reconciling supplier invoices and payments;

- Managing any artist material sponsorship opportunities and application procedures for each exhibition; and
- Assist the Site Manager to ensure the *Sculpture by the Sea* Risk Management Plan is up to date.

**Required skills, knowledge & personal attributes:**

- Strong computer skills, especially Word, Excel and Outlook, and preferably CAD software;
- Excellent organisational skills and file management;
- Experience in theatre, events, festivals or the arts;
- Good team building and team management skills in short-term, high-paced exhibition environments;
- A “the show must go on”, composed and adaptable attitude in a high-paced exhibition environments;
- Ability to identify and mitigate risk independently, and update Risk Management processes accordingly;
- Experience dealing with suppliers and contractors; and
- Valid Australian C class drivers license.

**Highly regarded**

- Knowledge of materials and fabrication processes and hands-on experience of construction;
- Strong rational and problem solving skills;
- Structural engineering background;
- Experience handling and packing artworks;
- Experience packing trucks and containers;
- Telehandler licence, EWP licence, Forklift licence, rigging tickets; and
- Interest in the visual arts and working with artists.

**To Apply**

Please send a cover letter detailing your interest in and suitability for the role and a resume to Suzie Clark at

[suzie.clark@sculpturebythesea.com](mailto:suzie.clark@sculpturebythesea.com)

or post to

Suzie Clark  
Sculpture by the Sea,  
PO Box 300, Surry Hills,  
NSW 2010

Applications close COB Wednesday 1 December, 2021.