

Position Description | Sponsorship & Events Senior Coordinator

Sculpture by the Sea

Department	Development
Location	Sydney based (Surry Hills)
Employment Type	Full-time contract
Salary	\$75,000 per annum plus superannuation
website	sculpturebythesea.com

Overview

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

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.

Sculpture by the Sea has changed the public profile of Sculpture as an Art form in Australia and has helped establish and grow the careers of many Australian sculptors, together with delivering major cultural, community, tourism, and education benefits across the country.

SxS delivers new and exciting exhibitions for our visitors each year, growing the international profile of Sculpture by the Sea and working with our sponsors and partners to exceed their business and communication expectations.

An almost unprecedented level of community goodwill is generated by our not for profit organisation. Proudly we remain free to the public, which would not be possible without our sponsors, donors and the army of dedicated volunteers that help make the exhibition possible each year.

Primary Purpose of the Role

The position is based in Sydney and reports to the Senior Manager National Partnerships. The role will include supporting the development of new sponsorships and working to continue excellent relationships with current sponsors. This will include proactive research, brainstorming and supporting the Senior Manager National Partnerships with preparing proposals as well as a range of administrative duties such as preparing sponsorship proposal documents and writing exhibition reports.

Note: The Senior Manager National Partnerships who this role reports to works part-time. The role is a great opportunity for a self-starter who enjoys autonomy and doesn't need/seek daily management. You will be managing the day to day of the sponsorship portfolio whilst the Senior Manager National Partnerships focuses on the top three tiers and new business opportunities. A fantastic opportunity if you are looking to take your career to the next level.

Key Responsibilities

- Supporting the Senior Manager National Partnerships with all aspects of the delivery of contractual sponsor benefits, including marketing and branding.
- Excellent relationship management skills, including working with a variety of senior stakeholders which include high level executives, board members, sponsors and patrons. Building and sustaining exceptional relationships with internal and external suppliers, liaising with our

sponsor's key points of contact, our event partners and hospitality function partners related to sponsor activity.

- Administration including research for new sponsorship opportunities and writing detailed proposals and post event reports.
- Administration for all sponsor events and managing RSVP's and guest lists.
- Responsibility for negotiating and contracting terms of agreement in consultation with the Senior Manager National Partnerships of lower-level Event Partners.
- Responsibility for planning and ensuring a high standard of delivery of the corporate hospitality program for the Bondi and the Cottesloe Exhibitions. This entails negotiating with suppliers, detailed event planning, the management of the event runners and the on the day logistics of all hospitality events for sponsors. This may include some late nights and weekend work as required, especially during the exhibition period.
- Management and recruitment of up to two Event Runners to support you onsite during the exhibition periods with eth roll out and delivery of our Corporate Hospitality Program.
- Responsibility for hiring equipment and event materials, in relation to these events, as well as updating and managing inventories.
- Ability to support the senior management team with additional event management when and as required.
- Sponsorship invoicing and managing the payment schedule.
- Maintenance of the Internal Data Management system.
- To be proactive in seeking new learning opportunities, be able to problem solve in stressful situations and manage a varied and busy workload.
- A demonstrated passion for the arts and the drive to work in a not-for profit environment and keen to develop your position in a creative and driven role.

Key Relationships

The role reports into the Senior Manager, National Partnerships

Key internal relationships include:

- Founding CEO & Artistic Director;
- General Manager Finance and Administration;
- WA Stakeholder Consultant;
- Director of Sculpture Sales;
- Marketing Manager;
- Site Manager; and
- Sponsorship & Events Coordinator.

Key external relationships include:

- Existing sponsors including corporate, government, tourism, media partners.

Your Capabilities, Experience & Qualifications

Essential Criteria

- Relevant tertiary qualification in a related field (business studies, marketing, events or similar).
- Minimum 2 years' experience in a similar corporate sponsorship coordinator role.
- Well-developed oral and written communication skills.
- Excellent project management and administrative skills.
- Strong event management skills.
- Highly Organised.

- Flexible and adaptable to working within a small very hands-on organisation.
- Strong stakeholder engagement and influencing skills.
- Ability to manage multiple tasks, to be proactive and always keen to help and learn.
- Essential skills: Microsoft Word, Excel, PowerPoint and mail merges; email and web searches.
- You must hold a valid and current Driver's License.
- Desired skills: Experience with database systems (Sage ACT!), knowledge of design packages InDesign, and social media implementation.

Selection Criteria:

- Proven direct experience with running corporate hospitality events, including managing event runners, negotiating with suppliers, and ensuring high standard of event delivery.
- Demonstrated project planning and administration skills, including experience in planning, overseeing, and finalising the completion of projects to deadlines.
- Excellent interpersonal skills with the confidence and experience in engaging with a wide range of internal and external stakeholders.
- Have a passion for the arts and the drive to work in a not-for profit environment and keen to develop your position in a creative and driven production role.
- Ability to work autonomously and in a team.
- Keen to learn, be forward thinking and able to manage a varied and very busy workload.
- Well organised and highly proficient in administration skills including the finesse and management of the exhibitions production timelines.
- Friendly, enthusiastic, and excited to join a small team working to occasional demanding deadlines.
- Confident working with a variety of stakeholders including exhibiting artists, our Founding Director, the wider Sculpture by the Sea team, event suppliers, high profile sponsors, patrons as well as our board of directors.
- Assist with all hire equipment and event materials including working with and managing interns, volunteers, and event runners during exhibition.
- Willing and confident to work away from Sydney as and when required including 4 - 5 weeks in Perth each March for Sculpture by the Sea, Cottesloe.

To Apply

Please send through your CV and a tailored covering letter addressing key criteria outlining why you would like to work at Sculpture by the Sea and what you will bring to the role, attention to Meg Gold Senior Manager, National Partnerships events@sculpturebythesea.com

Please note, applications that do not address the selection criteria will not be considered. All applicants must have the appropriate visa status to engage in permanent full-time work in Australia.

Applications close COB at 5pm Monday 28 February 2022 we encourage applicants to apply prior to this date. Shortlisted applicants will be contacted within two to three days of receipt of their applications with a view to the position starting in March 2022.