



JOB DESCRIPTION

Office and Exhibition Assistant

We are currently looking for an enthusiastic, self-motivated individual to join the team at *Sculpture by the Sea* in the role of **Office and Exhibition Assistant**.

This is a permanent full time roll based in Surry Hills, Sydney. There is room for growth in this role for the right person who is interested in a career in arts administration and events.

The role has 3 key aspects:

1. General office administration and support to assist with the daily running of the office.
2. To work under the direction of the Senior Production Executive and other department managers, to assist with all phases of the production of each exhibition.
3. Artist communication under the direction of the Senior Production Executive.

Key responsibilities will include:

- General administration of the office, including;
 - Collection of daily post
 - Answering of phones and taking messages
 - Ordering of office stationery & supplies
 - Daily monitoring of the *Sculpture by the Sea* general inquiry email inbox
 - Maintaining general office tidiness
- Monitoring of the online merchandise sales and processing
- Coordinating flight & accommodation bookings for staff, artist and delegate travel
- Maintaining the *Sculpture by the Sea* database
- Assisting in the coordination of the Volunteer Program
- Sourcing quotes and liaising with contractors
- Assisting with the re-location of the office to exhibition sites
- Assisting with the co-ordination of events & activities relating to the exhibition
- Other administrative tasks as required by the organisation in the context of the successful delivery, promotion and management of the exhibition and other projects
- The role requires re-location to Perth each year for approximately 5 weeks in February and March to work on the Cottesloe Exhibition (with all travel and share accommodation expenses covered)

Essential Criteria:

- Computer experience and a solid working knowledge of Microsoft Office programs
- Full NSW Driver License
- Previous practical experience in arts, events or tertiary education or similar qualifications in Arts Administration, Event Management and/or related fields.
- Strong written and verbal communication skills
- Experience in providing administrative support
- A love for the arts and events

Salary: \$46,000 per annum plus superannuation

To Apply

Please send a cover letter detailing your interest in and suitability for the role and a resume to Suzie Clark suzie.clark@sculpturebythesea.com

Closing date: 28 June 2022