



2022 Job Description: Tactile Tour Coordinator

Sculpture by the Sea is a not for profit organisation presenting annual, free to the public outdoor sculpture exhibitions at Bondi (Sydney) and Cottesloe (Perth). The exhibitions have become a major feature on the Australian cultural calendar, attracting participating artists from around the world.

Central to the exhibition are the Tactile Tours, part of the Sculpture by the Sea Access & Inclusion Program

Tactile Tours

The tours are for visitors of all ages with disability and their friends and/or carers. Participants will be encouraged to develop their responses to and explore contemporary sculpture with our team of experienced Access Guides from the Art Gallery of NSW and Sculpture by the Sea Educators. This hour long tour will involve close encounters with artworks and provide opportunity for visual and sensory experiences and informal discussion in a small group setting. The tours are free of charge and take place weekdays during exhibition. Tactile Tours are offered in the evening on Tuesdays. Bookings are individually administered to ensure that the needs and interests of the participants are met.

The Tactile Tour Coordinator role involves supporting the School Education Program, Access & Inclusion Program Manager and Coordinator in overseeing the smooth running of the program by:

- Contacting participants in Tactile Tours to ensure that they have clear instructions for arrival/departure at the exhibition. (Liaising with Site Crew and Reception Staff where needed, especially in regards to accessible parking)
- Ensuring that all the details about the participants needs and requirements are correct and current
- Setting up Tactile Tour meeting point everyday with A-frame and seats
- Deliver Tactile Tours when needed (see Tactile Tour Guide job description)
- Supporting the Educators and the Guides involved in delivering tours and informing them of participants' needs and requirements
- Meeting participants at Tactile Tour drop off to ensure safe arrival on site.
- Greeting participants and welcoming them to Sculpture by the Sea
- Supporting the Education Coordinator in maintaining an accurate bookings schedule and roster
- Encouraging evaluation and collecting feedback from participants and where appropriate and agreed, arranging documentation of the tours (video/photograph/audio)
- Thorough understanding and support of overall *Sculpture by the Sea*, Bondi Access & Inclusion Program and School Education Program
- Understand and implement risk assessment and safety procedures.

Essential requirements:

- Experience working with people with a range of disability, ages, and life experiences

- Excellent communication skills and listening skills including ability to communicate with participants with limited or nonverbal communication
- Excellent organisation skills
- Effective time management
- Interest / background in creative art theory and practice
- Past experience with Sculpture by the Sea School Education and/or Access & Inclusion Program
- Ability to problem solve, delegate tasks, and effective teamwork
- Understanding of risk management

Desirable requirements:

- Current First Aid
- Experience with Microsoft Office

The coordinator will be required to work on site during the exhibition at Marks Park when the Tactile Tours are scheduled to take place including on Tuesdays 6-5pm if there are Twilight Tactile Tour bookings.

To Apply:

Please email a cover letter detailing your interest in the job, suitability for the role and addressing the required selection criteria. Please include a copy of your current resume and email to Meghan.kennedy@sculpturebythesea.com with the subject Education Coordinator Application.