

## Site Manager

### ***Sculpture by the Sea, Bondi***

Sydney based Position

Sculpture by the Sea is seeking a Site Manager to manage the logistics of the sculptures and the site for the annual *Sculpture by the Sea, Bondi* exhibition.

The Site Manager role is a full-time permanent position based in Sydney with annual travel to Perth and regional NSW.

#### **About Sculpture by the Sea**

Sculpture by the Sea is an annual series of free to the public major outdoor sculpture exhibitions held at Bondi in Sydney in late October to mid-November and Cottesloe beach in Perth in March. The Bondi exhibition features over 100 sculptures of all types and sizes by artists from around the world that are visited by an estimated 450,000 people.

In addition to the Sydney and Perth exhibitions, the Snowy Valleys Sculpture Trail is a new and significant series of evolving permanent sculpture collection in the Snowy Valleys region of NSW that we have in consultation with Snowy Valleys community, the Snowy Valleys Council and a Local Community Advisory Group. The Snowy Valleys Sculpture Trail stretches 100km from Adelong to Tooma and is funded by the NSW Government's Bushfire Local Economic Recovery Fund.

Sculpture by the Sea Incorporated (SXSINC) is a not for profit incorporated association listed on the National Cultural Register. Our main offices are based in Surry Hills, Sydney.

#### **Our Mission Statement**

*To stage major free to the public sculpture exhibitions in Sydney and Perth that transform beautiful and popular coastal locations into large temporary sculpture parks for all to enjoy. We have the interests of sculptors at the core of what we do and aim to provide an appropriate level of financial and in-kind support to the exhibiting sculptors to facilitate their careers and Sculpture as an Art form in Australia. Through staging free exhibitions, we aim to engender a greater sense of community while projecting the host city in a dynamic and sophisticated, yet relaxed light, nationally and internationally.*

#### **Position Description**

Reporting directly to the Exhibition Director, the Site Manager is responsible for managing the installation, operation and de-installation of the Bondi exhibition site including all of the sculptures and event infrastructure.

Key to the role is working closely with each of the exhibiting artists and other key stakeholders to understand and then safely manage the diverse logistical matters arising from placing many unique structures within a popular and highly visited landscape.

The role is full time based in our Surry Hills office, but with a reasonably significant amount of time working out of the office, either on site or with clients.

Separately, our organisation has a Site Manager for the Cottesloe exhibition. The Cottesloe exhibition Site Manager assist the Bondi exhibition Site Manager with the delivery of the Bondi exhibition. Likewise the Bondi exhibition Site Manager assists the Cottesloe exhibition Site Manager with the delivery of the Cottesloe exhibition.

For the period of 6 weeks from late February to near the end of March each year the position is based in Perth for the Cottesloe exhibition.

The Site Management of the Snowy Valleys Sculpture Trail is not part of the Bondi exhibition Site Manager's role.

### **Duties Include**

- assisting the updating of the call for artists submissions documentation prior to applications opening;
- reviewing artist applications prior to the meeting of the Curatorial Panel to ensure they contain all required information and a review of the standout proposals to consider whether they are likely to be feasible;
- advising the curatorial panel on technical aspects of sculpture applications during the selection process;
- managing the sculpture engineering review panel with our external engineers, Council, risk management consultant and senior sculpture installer to determine which sculptures will require engineering certification;
- working with the certifying engineers to ensure each sculpture meets the required standards;
- working with each of the selected artists throughout the year to assist them to realise their artistic vision and advise them on technical issues – this is both an extremely rewarding part of the role and at times frustrating as artists are not always the most organised people. If you are not excited by this part of the role the position will not suit you;
- analysing documentation supplied by all selected artists to create a detailed install process for each sculpture;
- generating risk management documentation and job safety analysis for the install of each sculpture;
- generating install and deinstall schedule including allocating crew and mechanical resources for each sculpture;
- liaising with local councils regarding sculpture and infrastructure installation;
- managing the implementation of the Sculpture by the Sea, Bondi Risk Management Plan;
- conducting the delivery and install of sculptures throughout the year to collectors, including the physical installation of works and or the management of crew as appropriate;
- maintaining sculptures in permanent collections under our management at North Sydney and Middle Head;
- overseeing exhibition site infrastructure install including site offices, temporary cafes, large walk-in gallery marquee, catalogue & information marquees, plinths etc;
- overseeing the recruiting of install crew, senior site crew and site crew for each exhibition;
- overseeing the management of our storage facilities at Kingswood (western Sydney); and
- overseeing the management by our Freight Coordinator of regional, interstate and international artists to assist with their freight and customs requirements to ensure their works arrive in Sydney and on site on time and as inexpensively as possible, including the delivery to collectors of sculptures bought from the Bondi exhibition and from time to time throughout the year.

There are two positions that report to the Site Manager:

**Assistant Site Manager:** who is responsible for crew sourcing and management, onsite management of SXSINC storage facilities, freight packing, booking of infrastructure and install equipment, and client installations, while assisting the Site Manager generally; and

**Freight Coordinator:** who is responsible for international, interstate and local freight management.

We have several regular and highly experienced install crew and senior site crew who have worked on many of our exhibitions, however not all of these crew are available for each exhibition.

### **Essential Skills**

- high level major event management skills
- excellent verbal and written communication skills
- ability to multi-task and manage overlapping project timelines
- management of teams engaged in complex site management logistics operations, whether this be at festivals, events or construction projects
- experience budgeting, generating and managing timelines
- hands on construction and/or fabrication experience with a knowledge of materials and fabrication processes
- excellent team leader and self-starter

- an appreciation for the Arts and artists
- the knowledge and temperament to mentor artists whose works regularly push the boundaries of their own experience and technical skills
- sound computer skills, especially Word and Excel
- the ability to work under considerable pressure especially during exhibition periods
- excellent organisational skills
- excellent problem-solving skills
- a “the show must go on” attitude
- a valid driver license

### **Desirable Skills & Qualifications**

- EWPA telescopic handler card
- EWPA EWP operator card
- experience with CAD software (eg. AutoCAD)
- current Provide First Aid HLTAID003 certificate
- knowledge of freight, shipping, customs and quarantine procedures

### **Salary**

\$125,000 per annum.

### **To Apply**

We are seeking to appoint a new Bondi exhibition Site Manager shortly to take responsibility for this year's exhibition which opens on 20 October. Our current Site Manager will be available for a handover and consultation.

Please send 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 with referees noted by email to [suzie.clark@sculpturebythesea.com](mailto:suzie.clark@sculpturebythesea.com) with the subject **Site Manager Application**.