

Job Description

Role: Events and Hospitality Coordinator Casual temporary contract role for 4 - weeks

Sculpture by the Sea seeks an Events and Hospitality Coordinator to join the team. This is a contract role for 4 weeks, from 18 October – 12 November 2022, based in Sydney. The role reports to and assists the Events and Sponsorship Coordinator in the production, administration and execution of our corporate hospitality program.

Sculpture by the Sea, Bondi is the world's largest, free to the public, outdoor sculpture exhibition. As a not-for-profit organisation our corporate sponsors and private donors are vital to the exhibition and as a benefit of their support we hold an extensive hospitality program including on-site sunset tours and other corporate functions.

The Hospitality and Events Coordinator should have a passion for event management, great time management skills, and an enthusiastic and reliable professional who can sustain and build relationships with suppliers, sponsors, patrons and staff.

Day to Day Responsibilities

- Work closely with other Sculpture by the Sea staff, caterers, wait staff, beverage sponsors, restaurant partners and audio-visual suppliers to help deliver high quality, smoothly run events;
- Propose new ideas to improve the event planning and implementation process;
- Manage event run sheets, updating all relevant information i.e., RSVP list, catering, key note speakers and equipment for all Sculpture by the Sea events;
- Assist with on-site set-up, production and clean-up for events as necessary;
- Prepare nametags, gift bags, registration lists, seating cards, etc. where appropriate;
- Work closely with artists and arts professionals who act as tour hosts for the exhibition functions; and
- Assist the Sponsorship and Events Senior Coordinator with other relevant tasks to fulfil Sponsorship requirements.

Essential Criteria

- Excellent communication and customer service skills, including verbal, written and proof-reading skills;
- Ability to manage multiple projects and work assignments;
- Excellent interpersonal skills in person, by email and by phone, with high professionalism;
- At least 1 year experience in the hospitality industry;
- Experience in coordinating events or production runner experience (*not essential but beneficial*);
- Hold a current and clean Australian driver's license and be confident to do pickups and deliveries of event equipment, boxes of beverage, catering and other materials as needed (*essential*);
- Hold a valid RSA (*essential*); and

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 events@sculpturebythesea.com with the subject **Events and Hospitality Vacancy Application**.

