

## Job Description

### **Role: Sculpture Sales Assistant** **Short Term Contract**

Sculpture by the Sea seeks an enthusiastic, motivated and experienced Sculpture Sales Assistant in a fixed contract role commencing Monday 10 October to work on the forthcoming exhibition *Sculpture by the Sea, Bondi 2022* (21 October – 7 November 2022).

The successful candidate will assist the sculpture sales team with the day to day running of the busy indoor sculpture exhibition, 'Sculpture Inside'. This short-term contract position offers a high level of involvement in a fast-paced, exciting atmosphere. The successful applicant is required to work 5 days per week (including one weekend day per week during the exhibition) from Monday 10 October to Friday 18 November.

Established in 1997 *Sculpture by the Sea* is a not-for-profit organisation, hosting the largest free-to-the-public outdoor sculpture exhibition in the world in Bondi. Over 100 sculptures by artists from around the globe transform Sydney's spectacular 2km Bondi to Tamarama coastal walk for three weeks each spring into a temporary sculpture park for all to enjoy and visited by over 450,000 people. Sculpture by the Sea is one of Australia's most dynamic arts organisations.

#### **'Sculpture Inside'**

'Sculpture Inside' is a well-attended selling exhibition of over 100 sculptural works by the exhibiting artists, and some invited artists held in a temporary marquee in Marks Park, in the middle of the Bondi to Tamarama coastal exhibition site. 'Sculpture Inside' is curated and managed by the sculpture sales team and is open daily throughout *Sculpture by the Sea*.

The indoor exhibition offers an opportunity for the public to view artist's work on a very different scale and to see the diversity of the artists' practice. For the artist it provides an opportunity to make sculpture sales that assist in supporting their careers and the sales commission earned by Sculpture by the Sea supports the sustainability of our not-for-profit organisation.

**'Sculpture Inside' previews to our VIPs on Thursday 20 October; and the indoor exhibition is open to the public between Friday 21 October and Monday 7 November 2022 from 10am-6pm daily.**

#### **The Position**

The Sculpture Sales Assistant is a key member of a small sculpture sales team, assisting in the preparation for and the installation and de-installation of the indoor exhibition, the day-to-day running of the 'Sculpture Inside' gallery, and as required assisting the Director of Sculpture Sales and the Sculpture Sales Business Manager with the sale of outdoor sculptures. This position reports directly to the Sculpture Sales Coordinator.

The Sculpture Sales Assistant will represent *Sculpture by the Sea* through interaction with artists, clients and key stakeholders.

The Sculpture Sales Assistant requires a solid practical skills base including: knowledge of computer applications related to database and office work; efficiency in the performance of administrative tasks including some that are financial; ability to handle art sales queries and deliveries; the ability to work as part of a small team; a welcoming and pleasant manner; and a sense of humour. Professional experience

working in the visual arts is preferred.

### Key Dates:

Monday 10 to Friday 14 October	Exhibition preparation, administration and training in the Sculpture by the Sea office, Surry Hills
Saturday 15 October	Staff, Crew and Volunteer Induction, Marks Park, 11am-1pm
Monday 17 to Thursday 20 October	'Sculpture Inside' Exhibition Installation
Thursday 20 October (pm)	'Sculpture Inside' Preview
<b>Friday 21 Oct to Monday 7 Nov</b>	<b>Sculpture by the Sea, Bondi 2022</b>
Tuesday 8 Nov to Friday 11 Nov	'Sculpture Inside' Exhibition De-Installation
Monday 14 to Friday 18 November Sea	Post-production for sculpture sales in the Sculpture by the office, Surry Hills

### Essential Skills & Qualities

- Keen interest in contemporary art, including sculpture
- Excellent written, verbal and interpersonal communication skills
- Exceptional attention to detail
- Good computer literacy (PC)
- Responsible and mature with the capacity to work in a small team and take direction from experienced staff whilst in a fast-paced environment

### Desirable Skills

- Relevant tertiary qualifications
- Sales experience

### Remuneration

- The daily rate is \$220 (AUD)
- Wages are paid weekly

### 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 Joanna Goodwin, Sculpture Sales Business Manager: [joanna.goodwin@sculpturebythesea.com](mailto:joanna.goodwin@sculpturebythesea.com) with the subject **Sculpture Sales Assistant Application**.

Applications close Monday 12 September, 2022