

sculpture by the sea

Job Description – Marquee Manager

Information and Merchandise Marquee Manager Bondi 2023

Sculpture by the Sea, Bondi is an annual free-to-the-public outdoor sculpture exhibition held at Bondi in Sydney. Each year the exhibition hosts around 110 sculptures of all types and sizes visited by an estimated 450,000 people. The exhibitions have become a major feature on the Australian cultural calendar attracting artists from across the world.

There are 3 Information and Merchandise Kiosks located at Notts Ave, Tamarama Park and Marks Park. The Information and Merchandise Kiosks and Marquees are a primary source of information for people attending *Sculpture by the Sea* and are one of the key face-to-face contacts between the event and the attending public. The Marquees are staffed by volunteers and sell Catalogues, kid's guides, calendars, the 15th and 20th Anniversary books, caps and other merchandise.

The Marquee attendants assist the public with enquires on sculptures that have won awards, bus timetables, location of toilet facilities and other general information. In the unlikely event of an incident occurring they will also be a natural go-to place for members of the public seeking direction and information.

Marquee Manager Tasks

- * Opening of the 3 x Marquees, including providing cash float, iPad loaded with the Merchandise POS and a Square Tap n Go device, a two way radio and any stock required.
- * Providing a briefing to Volunteers on the iPad Point of Sale and Tap n Go payment system, two way radio use, and other operational and key information to any new volunteers.
- * Replenishing marquee merchandise stock, as required.
- * Collecting and counting cash skims from each marquee. Delivery of these cash skims to the SxS Finance off-site office.
- * Stock counts at the end of day at each marquee.
- * Reconciliation of merchandise sold / cash received for each marquee at the end of each day with our Finance staff via Cash count, Card takings, Stock count, and iPad Sales figures.
- * Manage shift change to ensure all Marquees remain staffed and managing volunteers over multiple sites.
- * Providing relief staffing at a marquee in the event of volunteer shortages, as possible in line with the other responsibilities.
- * Coordinate the opening and closing of Marquees in the instance of inclement weather, including liaison with site crew over potential weather conditions developing.
- * Relay of emergency response messages to our site crew where required.
- * End of Exhibition Stock-take - collect all stock at the end of the exhibition, accurately count and record the remaining stock. Assistance with removal of stock to our storage facility.
- * Assist finance staff with collection of cash donations from donation collection points around the site.

The marquees open and close in sequence, with marquees opening and closing as follows:-

Location	Open	Close
Notts Weekdays	8.00am	7.00pm
Marks Weekdays	8.30am	6.30pm
Tama Weekdays	8.50am	6.00pm
Notts Weekends	7.30am	7.00pm
Marks Weekends	8.30am	6.40pm
Tama Weekends	8.00am	6.30pm
Gaerloch Weekends	9.30am	5.30pm

The Notts and Tamarama Marquees are partly staffed by Art Gallery of NSW Task force volunteers working on 3 shifts at Notts between 8.30am and 7pm, with changeovers at 12pm and 3.30pm. Tamarama operates with 2 shifts from 9am until 5pm, with a changeover at 1pm. All marquees are supplemented with other volunteers from the Site Office.

When the marquees are shut, Catalogues will still be for sale at Reception in Marks Park, which is open 8am to 7pm daily and also at the Tamarama Café during their opening hours.

The role involves:

Essential Selection Criteria

- ~ Availability - *Sculpture by the Sea* Bondi 2023 runs from 20 October to 6 November (inclusive). However we may require your attendance a few days before and a day after to cover bumping in and bumping out the exhibition.
- ~ Fitness - the role will be physically demanding; involving significant amounts of walking and carrying (boxes of programs etc...)
- ~ Sunny disposition and can do attitude - as one of the public faces of the exhibition you'll be dealing with both the public attending the event as well as volunteer staff.
- ~ Experience with cash handling – whilst we offer and encourage Tap n Go payment by card, cash is also received from the sales of programs and other merchandise, therefore an appreciation of and ability to follow the cash handling and stock signoff procedures is essential.
- ~ Current Australian Driver License

Remuneration

\$31.70 per hour.

Shifts available : day shift (12 hours) 7.30am to 7.30pm

AM or PM shift on Weekends 7.00am to 2.00pm / 1.00pm – 8.00pm

To Apply

Please email your interest in the job, with a short description addressing your suitability for the role. Please include a copy of your current resume and email to suzie.clark@sculpturebythesea.com with the subject Exhibition Assistant Application.