

## Job Description

### **Role: EXHIBITION RECEPTION ASSISTANT (Casual)** *Sculpture by the Sea, Bondi 2023*

Sculpture by the Sea is seeking to fill several positions in the exhibition reception office.

Sculpture by the Sea Incorporated is a not-for-profit company, which runs an annual series of free to the public outdoor sculpture exhibitions held at Bondi in Sydney and Cottesloe Beach in Perth. The Bondi exhibition is staged on the spectacular Bondi to Tamarama coastal walk and is one of Sydney's most popular events, with 450,000 visitors viewing over 100 sculptures by artists from around the world. Held since 1997, this free to the public exhibition captures the imagination of Sydney and its visitors for three weeks each spring and is the largest annual sculpture exhibition in the world. The exhibition generates an almost unprecedented level of goodwill among the public as they enjoy one of the most unique events in the world.

#### **The role has 3 key aspects:**

1. Working under the direction of Production Executive to assist in the smooth running of the exhibition;
2. General office administration; and
3. General assistance to artists, volunteers and staff as required.

#### **The Key Responsibilities:**

- Liaising with exhibiting artists.
- Liaising with general public, local residents, exhibition visitors.
- Assisting with volunteer coordination.
- Crowd counting & surveying visitors.
- General administration of the site office, including but not limited to:
  - Answering phones and taking messages.
  - Daily post runs.
  - Assistance with exhibition mail outs.
  - Data entry.

#### **Essential criteria:**

- Exceptional communication skills;
- Ability to prioritise tasks and manage time effectively.
- Computer experience and a solid working knowledge of MS Office programs.
- Experience in providing administrative support.
- Full Drivers Licence; and
- A keen interest in the arts.

#### **Desirable criteria:**

- Previous practical experience in an event related environment or large scale public event.
- Volunteer coordination experience.
- Previous volunteer experience with *Sculpture by the Sea*;
- Qualifications in Event Management, Arts Administration and/or related fields; and
- Experience in working with database programs.

#### **Key Dates**

Paid Induction: 11am Saturday 14 October 2023 (3 hours)

Exhibition (incl set up) Monday 16 October – Friday 10 November 2023 (as rostered)

Rostered on 4 – 6 days per week.

Shifts: Morning 8am to 4pm / Afternoon 11am to 7pm.

Additional pre-exhibition dates may be discussed.

#### **Hourly Rate \$30**

#### **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](mailto:suzie.clark@sculpturebythesea.com) with the subject **Exhibition Assistant Application**.