

## **Position Description | Events & Hospitality Runner**

**(Casual temporary contract role 5 weeks 9 October – 10 November)**

### ***Sculpture by the Sea, Bondi 2023***

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

Our not for profit organisation Sculpture by the Sea Incorporated presents Australia's largest free to the public outdoor sculpture exhibition each year in Sydney. At our core is to make the world a slightly better place by adding to our sense of community and to increase the level goodwill in society.

***Sculpture by the Sea, Bondi*** is one of Sydney's most popular and best attended outdoor events and is the largest annual sculpture exhibition in the world. Over 100 sculptures by artists from around the world transform the spectacular Bondi to Tamarama coastal walk into a giant sculpture park for an estimated 450,000 visitors over 17 spring days. Our 25<sup>th</sup> annual exhibition will be held from 20 October – 6 November 2023.

***Sculpture by the Sea, Cottesloe*** will also be staged on Cottesloe Beach from 1–18 March 2024 featuring over 70 sculptures by artists from around the world. 2024 will be the 20<sup>th</sup> annual exhibition.

*Sculpture by the Sea* has changed the public profile of Sculpture as an Art form in Australia and has helped establish and grow the careers of many Australian sculptors, together with delivering major social, cultural, community and education benefits across the country.

Our organisation aims to deliver new and exciting exhibitions for our visitors each year, growing the international profile of *Sculpture by the Sea*.

#### **Event & Hospitality Runner for *Sculpture by the Sea, Bondi 2023***

*Sculpture by the Sea* seeks an Events and Hospitality Runner to join the team. This is a contract role from approximately 9 October – 10 November 2023, based in Bondi, Sydney. The role reports to and assists the Events and Sponsorship Coordinator in the production and execution of our corporate hospitality program. The Hospitality and Events Runner should have a passion for event management, great time management skills, and be an enthusiastic and reliable professional who can work efficiently with external event suppliers, sponsors including restaurant partners, patrons, and *Sculpture by the Sea* staff.

#### **Key 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;
- Assist with on-site set-up, delivery of beverages, production, and clean-up and pack-down for events;
- Welcome guests, and serve beverages and canapes (RSA essential);
- 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 Coordinator with other relevant tasks to fulfil Sponsorship requirements.

**Essential criteria:**

- Must be available between 20 October and 6 November;
- Excellent communication and customer service skills;
- Excellent presentation and the ability to switch and shift gears from runners on site during event bump in, to corporate facing presentation during events;
- Ability to manage multiple projects and work assignments;
- Minimum 1-2 years' experience in the events and 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);
- Have current working rights in Australia;
- Most importantly a 'can do' happy 'nothing is too much trouble' attitude; and
- A keen interest in the arts and large-scale public events

**Please note we are an events organisation and on occasion your role may include:**

- Late night and weekend work (*Sculpture by the Sea* can provide cab charges for safe travel home);
- Heavy lifting delivering beverage stock and setting up trestle tables, bollards, furniture, and bar set up for onsite functions;
- Juggling of many balls and priorities at once;
- Some stress or pressure in juggling the many balls and priorities however, this also drives the energy, team camaraderie and the fun of 'showtime'; and
- Ancillary tasks such a washing champagne glasses or collecting a key staff member or artist to ensure they get where they need to be on time as examples.

**Desirable criteria:**

- Previous practical experience in an event related or hospitality environment;
- Previous experience with *Sculpture by the Sea*.

**Key Dates:**

- **Induction day:** 11am Saturday 14 October 2023 (4 hours)
- **Exhibition Opening Events:** (evenings) Thursday 19 October and Friday 20 October
- **Exhibition:** Friday 20 October to Monday 6 November 2023. Full availability and flexibility across the exhibition as well as ability to work nights is essential.

**Hourly Rate:**

\$29.50 + Super

In accordance with the Amusement, Events and Recreation Award [MA000080] *Sculpture by the Sea* will remunerate you as a casual staff a minimum of 4 hours for any casual shift.

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 Olivia Morberger Sponsorship and Events Coordinator [olivia.morberger@sculpturebythesea.com](mailto:olivia.morberger@sculpturebythesea.com)