



**Position: Site & Logistics Manager, Full-time**  
**Location: Sydney**  
**Salary: \$140,000 - \$165,000 plus superannuation**

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

Sculpture by the Sea is a not-for-profit organisation that produces an annual series of free to the public major outdoor sculpture exhibitions. The primary exhibition is based on the Bondi to Tamarama coastal walk in Sydney in late October to mid-November, there is also the Cottesloe exhibition which is based in Perth each March. In addition to the Sydney and Perth exhibitions, there is the newly established Snowy Valleys Sculpture Trail (SVST) located in the Snowy Valleys in southern New South Wales.

### **The Role**

Sculpture by the Sea is seeking a Site & Logistics Manager to manage the logistics of the sculptures and the site for the annual *Sculpture by the Sea, Bondi* and *Sculpture by the Sea, Cottesloe* exhibitions. The Site & Logistics Manager role is a full-time permanent position based in Sydney with annual travel to Perth and occasional travel to regional NSW when your other responsibilities allow. We are seeking an experienced candidate with an enthusiasm for what our organisation seeks to achieve for the artists and the public, and to commence the role as we begin preparations for this year's *Sculpture by the Sea, Bondi 2024*.

### **Key Responsibilities**

The key responsibilities of the role are:

#### **Documentation and Compliance:**

- Assist in updating the Call for Submissions and Artist Terms & Conditions documents.
- Review artist applications and advise the Curatorial Panel.
- Manage the Sculpture Engineering Review Panel involving partner engineers, local councils, the Artist on our Board, and Chief Installer to ensure sculptures meet engineering standards.
- Generate risk management documentation and job safety analysis for each sculpture.
- Review and manage the implementation of the Sculpture by the Sea Risk Management Framework and Emergency Management Plan.

#### **Planning and Coordination:**

- Oversee onsite meetings with artists and collaborate in the development and updating of the exhibition site map.
- Analyse documentation from artists to create a detailed installation process for each sculpture and for the exhibition as a whole.
- Generate installation and deinstallation schedules, allocating crew and mechanical resources.
- Oversee exhibition site infrastructure setup including site offices, cafes, galleries, and information centres.

**Financial Management:**

- Generate site cost estimates for each artist based on crew and mechanical resources required.
- Track and generate actual site costs for each artist, to be included in their Artist Statement by the GM Finance & Administration.

**Artist Liaison and Support:**

- Work with engineers and artists to ensure each sculpture meets required standards.
- Assist artists throughout the year to help them realize their artistic vision and advise on technical issues.
- Liaise with local councils regarding sculptures, risk mitigation, and site logistics.

**Logistics and Installation:**

- Conduct or coordinate the delivery and installation of sculptures to collectors and manage crew as needed.
- Oversee the recruiting and management of installation and exhibition site crew, maintaining good relationships to encourage their return for subsequent exhibitions.
- Manage the Sculpture Logistics Consultant for the freight of artworks by regional, interstate, and international artists.

**Essential Skills & Qualifications**

The successful candidate will have an appreciation for the visual arts and artists. In addition to this, you will have:

**Event and Project Management:**

- High level major event management skills.
- Ability to multi-task and manage overlapping project timelines.
- Management of teams engaged in complex site management logistics, applicable to festivals, events, or construction projects.
- Experience budgeting, generating, and managing timelines.

**Technical Skills:**

- Hands-on construction and/or fabrication experience with a knowledge of materials and fabrication processes.
- Strong computer skills, proficient in Microsoft Word, Excel, and Outlook; proficiency in CAD software is a plus.
- White card, or the ability to obtain one.

**Leadership and Communication:**

- Excellent verbal and written communication skills.
- Excellent team leader and a self-starter.
- The ability to work under considerable pressure, especially during exhibition periods.

**Problem Solving and Organisational Skills:**

- Excellent organisational and problem-solving skills.
- A 'the show must go on' attitude.

**Driving and Legal Requirements**

- Valid Australian C class driver's license.

You might also have (but you aren't required to have):

**Specialised Certifications:**

- EWPA telescopic handler card.
- EWPA EWP operator card.
- Experience with CAD software (e.g., AutoCAD).

**First Aid:**

- Current Provide First Aid HLTAID003 certificate

**To Apply**

Interested? Please apply by sending a cover letter and resume by email to [davina.corti@sculpturebythesea.com](mailto:davina.corti@sculpturebythesea.com) with the subject **Site & Logistics Manager Application**.