

# sculpture by the sea

## Job Description – Information and Merchandise Marquee Manager Bondi 2024

*Sculpture by the Sea, Bondi* is a free to the public, sculpture exhibition which takes place annually along the cliff walk between Tamarama Beach and Bondi beach in Sydney during October and November each year. The exhibition has been running since 1997 and has become one of the largest and most viewed sculpture exhibitions in the world with more than 450,000 visitors over an 18-day opening period. This year marks the 26<sup>th</sup> anniversary of our first Bondi exhibition.

During the exhibition there are 3 Information and Merchandise Kiosks located across the site (Notts Ave, Tamarama Park, Marks Park). 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 exhibition catalogues, kid's guides, calendars, books, caps and other merchandise.

Marquee Attendants assist the public with enquires including general exhibition information, bus timetables, location of toilet facilities etc. In the unlikely event of an incident occurring, the Marquees are a natural go-to place for members of the public seeking direction and information.

### Marquee Manager Tasks

- Daily opening of Marquees, including stock, iPad and Tap n Go device and two way radio.
- Provide briefings to Volunteers on using the iPad Point of Sale and Tap n Go payment system, two way radio, and other operational and key information to new volunteers.
- Replenishing marquee merchandise stock, as required.
- 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 changes ensuring Marquees remain staffed.
- 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.
- Stock-take and recording of remaining stock at the exhibition conclusion. Assistance with removal of stock to our storage facility.
- Assist finance staff with collection of cash from donation collection points around the site.

### Essential Selection Criteria

- Fitness - the role is physically demanding; involving significant amounts of walking and carrying boxes of merchandise.
- 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, an ability to follow cash handling and stock signoff procedures is essential.
- Current Australian Driver License

### Key Dates

Paid Induction: 11am Saturday 12 October 2024 (3 hours)

Exhibition (incl set up) Monday 14 October – Friday 8 November 2024 (as rostered)

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

### Remuneration

\$32.90 per hour.

### 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.