

Position Description | Events & Hospitality Runner

(Casual temporary contract role 4 weeks 9 October – 6 November)

Sculpture by the Sea, Bondi 2024

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 400,000 - 450,000 visitors viewing over 100 sculptures by artists from around 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.

Event & Hospitality Runner for *Sculpture by the Sea*, Bondi 2024

Sculpture by the Sea seeks an Events and Hospitality Runner to join the team. This is a contract role from 9 October – 6 November 2024, 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 suppliers, sponsors, patrons and 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 and other sponsor products, production and clean-up for events;
- Welcome guests, and serve beverages and canapes;
- Prepare placecards, gift bags, registration lists, menus, etc as directed; and
- Assist the Sponsorship and Events Coordinator with other relevant tasks to fulfil Sponsorship requirements.

Essential criteria:

- Must be available between 9 October – 6 November with full availability during between 17 October and 4 November;
- Excellent communication and customer service skills;
- Ability to manage multiple projects and work assignments;
- At least 1 year experience in the 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; and
- A keen interest in the arts.

Desirable criteria:

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

Key Dates:

- **Induction day:** 10am Saturday 12 October 2024 (3 hours)
- **Exhibition:** Friday 18 October to Monday 4 November 2024. Full availability and flexibility across the exhibition as well as ability to work nights is essential.

Hourly Rate \$30.60+ Super

To apply please email your interest in the position, 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