

Job Description

Role: Guest Liaison - International and VIP Visitors (Casual / Contract) ***Sculpture by the Sea, 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 26th anniversary of our first Bondi exhibition.

Guest Liaison Coordinator - International and VIP

Each year Sculpture by the Sea Bondi welcomes international artists and special guests to Bondi, some visiting Australia for the first time. The overall objective and purpose of the Guest Liaison position is to provide assistance to our international guests in order to enhance their overall experience of participating at Sculpture by the Sea. The upcoming 2024 exhibition we expect up to 30 international guests with 2 – 5 of them requiring VIP care.

Job Description:

- Assist with flight and accommodation arrangements where required.
- Prepare daily itineraries and share with visitors prior to their arrival to Sydney.
- Airport meet and greet and transport to accommodation.
- Preparation of welcome packs and delivery to accommodation.
- Be available and first point of call for questions.
- Meet and greet at various events including introductions to colleagues and other participating artists and guests.
- Update timeline to ensure all are aware of who is arriving and when.

Essential criteria:

- Exceptional communication skills.
- High proficiency using excel, word, Microsoft Outlook.
- Full Australian Driver Licence
- A keen interest in the arts.

Desirable criteria:

- Previous practical experience in an event related environment or large scale public event.
- Previous experience with *Sculpture by the Sea*.
- Japanese speaker.

Key Dates

September	Commence 1 st week of September 1 – 2 days per week or as required.
Paid Induction:	10am Saturday 12 October 2024 (4 hours)
Exhibition	Friday 18 October to Monday 4 November 2024 (days and hours as required)

Hourly Rate \$32.90 plus superannuation

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