

Position Title: Sculpture Sales Coordinator

Reports to: Company Manager

Direct Report to: Sculpture Sales Manager

Status: Maximum term contract of employment with Sculpture by the Sea Incorporated, up until Friday, 12 December 2025

Location: Sydney, NSW (Surry Hills) relocating to Marks Park, Bondi during exhibition period.

The Position

Sculpture by the Sea seeks a highly motivated Sculpture Sales Coordinator ('SSC') to join our not-for-profit organisation as a key member of the sculpture sales team for *Sculpture by the Sea, Bondi 2025* (17 October – 3 November 2025) for a fixed term contract to commence work as soon as possible with the contract to finish Friday, 12 December 2025.

The successful applicant will work from the Sculpture by the Sea offices in Surry Hills, Sydney, NSW working five days a week. In October 2025 the Sculpture by the Sea team re-locates their offices to the Bondi exhibition site for the duration of *Sculpture by the Sea, Bondi 2025*. The Sculpture Sales team works a six-day week on site throughout the exhibition period including installation and de-installation.

The Sculpture Sales Coordinator directly reports to the Sculpture Sales Manager.

The Organisation

Founded in 1997, *Sculpture by the Sea* is a not-for-profit organisation staging the largest free outdoor sculpture exhibitions in the world. *Sculpture by the Sea* exhibitions occur annually at Cottesloe Beach in Perth each autumn and along the Bondi to Tamarama coastal walk in Sydney each spring, with the exception of the Bondi 2020 and 2021 exhibitions that were cancelled due to the Covid outbreak in NSW (www.sculpturebythesea.com)

'Sculpture Inside' is a selling exhibition of over 100 small-scale works by the *Sculpture by the Sea, Bondi 2025* exhibiting artists, held in a pop-up marquee in Marks Park and open daily throughout the exhibition. The 'Sculpture Inside' exhibition is curated, produced and managed by the Sculpture Sales team. The commission earned from sculpture sales is an important means of support to the exhibiting artists and the future sustainability of our exhibitions.

Role Overview

The SSC plays an important part in representing the organisation and the sculpture sales team through interactions with artists, clients, staff, and other stakeholders. The SSC is tasked with managing the day to day administration and sculpture sales for the 'Sculpture Inside' exhibition under the direction of the Sculpture Sales Manager and working with one or two Sculpture Sales Assistants and Installation and De-Installation Crew. During exhibition period the SCC will work a six day week with the entitlement to a Day In Lieu for each Saturday, Sunday or eligible Public Holiday which is worked, and reduced by every rest day that is taken on a normal working day.

Key Tasks & Responsibilities

- Familiarity with all exhibited artworks available for sale including gathering and processing sales marketing materials
- A thorough understanding of the systems utilised for the install and de-install of the indoor exhibition
- Follow established timelines and procedures to produce required documentation to make and close sculpture sales

- Rotation of exhibited works between gallery and stockroom throughout the Exhibition under guidance of Sculpture Sales Manager
- The day-to-day administration and operation of the 'Sculpture Inside' exhibition including:
 - registration and condition reporting of all 'Sculpture Inside' artworks
 - database management
 - updates to digital catalogues
 - maintaining a clean, safe and welcoming environment for the many visitors to the gallery including exhibiting artists
 - overseeing the sales work of the 'Sculpture Inside' Sales Assistant
 - generating and processing sculpture sales
 - working closely with the Sculpture Sales Manager to ensure integrity in the financial management of the exhibition
 - communication with artists, buyers, freight contractors and technical and logistics site crew
 - attending exhibition events as required

The successful candidate will be trained to implement established sculpture sales processes including processing of sculpture sales through the ACT database management systems.

We are seeking candidates with the following qualities:

- Completion of an undergraduate or postgraduate degree
- Experience working in the visual arts and/or in art sales
- A solid practical skills base including knowledge in computer applications related to database management
- Excellent administrative skills with attention to detail
- An understanding of basic financial management
- Ability to arrange transport and deliveries
- A willingness to perform small art handling tasks
- A knowledge and understanding of the importance of condition reporting
- Good managerial instincts as well as being open to taking direction
- A desire to work in a fast-paced environment
- Ability to meet strict production deadlines
- The experience and confidence to oversee the work of casual gallery sales staff
- The skills required to be a team player, to develop and maintain relationships with crew and staff, artists and clients.
- An enthusiasm for *Sculpture by the Sea* and specifically the role of sculpture sales in providing an important professional service to the exhibiting artist and the buyer

Remuneration

An equivalent full time total annual remuneration package of salary \$75,000 plus superannuation. The appropriate pro-rata portion of this amount, based on this maximum-term period will be paid.

Applications close Monday, September 15, 2025

We would like the successful candidate to commence in this role as soon as possible and no later than Monday 29 September 2025

If you would like more information, or to email a cover letter and CV direct to: Jess de la Hunty, email: jess.delahunty@sculpturebythesea.com