

Position Description | Events & Hospitality Runner
(Casual Position 4 weeks 10 October – 6 November)

About Sculpture by the Sea Incorporated

Sculpture by the Sea Incorporated ('SXSINC') is a not-for-profit organisation that stages an annual series of free to the public outdoor sculpture exhibitions in Sydney along the Bondi to Tamarama coastal walk in late October to mid-November and Cottesloe Beach in Perth each March. Together, the two exhibitions feature approximately 180 sculptures of varying material, form, and scale, and attract a combined estimated audience of over 700,000 visitors.

The Sculpture by the Sea exhibitions are a major feature on the Australian cultural calendar attracting artists and visitors from across the world and have contributed significantly to raising the public profile of Sculpture as an art form in Australia. The exhibitions have supported the careers of many Australian sculptors and delivered substantial social, cultural, community, tourism, and educational benefits across the country.

SXSINC is committed to presenting innovative exhibitions for our visitors each year, growing the international profile of Sculpture by the Sea and to working closely and collaboratively with our sponsors and partners to meet their business and communication objectives.

Sculpture by the Sea generates a very high level of community goodwill and remains proudly free to the public.

This is made possible with the support of sponsors, donors, government funding and the commission on sculpture sales, as well as a large and dedicated team of volunteers who contribute to the successful delivery of each exhibition.

In addition, SXSINC has created the Snowy Valleys Sculpture Trail in southern NSW as a globally unique outdoor collection spread across 150km in 14 locations. The Snowy Valleys Sculpture Trail was created in partnership with the local communities in response to the Black Summer fires of 2019-20 thanks to substantial disaster relief funding. For more details, visit www.sculpturebythesea.com

The Role

The Events & Hospitality Runner reports to and supports the Corporate Hospitality & Sponsorship Coordinator in the delivery of the organisation's corporate hospitality program. This is a hands-on role requiring strong organisational skills, reliability, and enthusiasm for events and the arts. The successful candidate will work closely with internal staff, suppliers, sponsors, and contractors to ensure smooth and high-quality event delivery.

Key Responsibilities

- Support the delivery of events by working with Sculpture by the Sea staff, caterers, wait staff, beverage sponsors, restaurant partners, and audiovisual suppliers
- Assist with the setup and pack-down of all events in various formats (includes physical tasks)
- Welcome guests and provide front-of-house hospitality support
- Food and beverage service including; responsible pouring of beverages and trayed service of canapés providing a premium corporate hospitality experience with tasting notes and product knowledge
- Prepare event collateral including place cards, gift bags, registration lists, menus, and other related items
- Assist with event logistics, including stock counts, pickups and deliveries of event equipment, catering, beverages and other supplies

- Provide broader support to the Corporate Hospitality & Sponsorship Coordinator to meet sponsorship requirements such as coordination of exhibition catalogue distribution to sponsors.

Essential Criteria

- Good availability during the exhibition period from **10 October – 6 November 2026**
- Minimum 2 year Previous experience in events, hospitality, or production runner roles
- Strong communication and customer service skills
- Ability to manage multiple tasks in a fast-paced environment
- Current valid **Responsible Service of Alcohol (RSA)** certification
- Current, clean **Australian driver's licence**
(local driving knowledge desirable and confidence in completing event-related pickups/ deliveries)
- Full working rights in Australia
- Interest in arts and cultural events

Key Dates & Events

- **Induction:** Saturday 10 October 2026 (10:00am, approx. 4 hours)
- **Exhibition Opening Preview Event:** Thursday 15 October
- **Exhibition period:** Friday 16 October – Monday 2 November 2026
- Strong availability and flexibility across the exhibition period is required, including evenings and weekend shifts (minimum 4 hour shifts).

Remuneration

- Hourly rate: **\$33.57 + superannuation**

Application

To apply, please email Josh Hauville Corporate Hospitality & Sponsorships Coordinator josh.hauville@sculpturebythesea.com with a brief statement outlining your suitability for the role, and your current CV.