



Sculpture Inside Gallery Assistant, Sculpture Inside Exhibition

We are seeking enthusiastic and self-motivated individuals who are keen to gain hands-on experience in exhibition and sales administration with one of Australia's most dynamic arts organisations. As part of our 2009 volunteer placement program, the successful applicants will become a key part of our small team and work from our galleries on-site at Bondi Pavilion and Tamarama Surf Life Saving Club.

Sculpture Inside (SI) is an indoor exhibition run during *Sculpture by the Sea* (SXS) in the Bondi Pavilion, Bondi Beach and Tamarama Surf Club, Tamarama Beach. With over 150 freestanding, small and wall sculptures on display, the galleries are open from 9:30am-5pm.

Key Tasks

Assist with the sales and administration of the indoor exhibitions at Bondi Pavilion and Tamarama Surf Lifesaving Club. This voluntary position involves supporting the *Sculpture Inside* Gallery Manager with installation of the exhibition and sales during our busy exhibition period and assisting with the general administration and de-installation at conclusion of the exhibition.

Responsibilities

You will be required to assist with:

- Exhibition Sales;
- Artist liaison (verbal & written);
- Prospective Client liaison (verbal & written);
- General administration (i.e. record keeping, filing);
- Private Tours; and
- Our Opening Night Party.

Essential Skills & Qualities

- Excellent verbal and written communication
- Exceptional attention to detail
- Good computer literacy (PC)
- Flexibility, maturity and ability to work in a small team
- Full and mature commitment to honouring timetable and given tasks.

Desirable Skills & Qualities

- Tertiary or similar qualifications in Arts Administration and/or related fields
- Knowledge of sculpture and the arts
- Creative writing and layout skills
- Sense of humour
- Full NSW Drivers Licence.

Volunteer Benefits

- Invaluable hands on experience of *Sculpture by the Sea*
- A *Sculpture by the Sea* T-shirt
- A ticket to the *Sculpture Inside* closing party
- Involvement in our Volunteer Program which includes attendance at a volunteer induction/ welcome function and a tour of the *Sculpture by the Sea* exhibition
- Reference

Commitment

This will be discussed with each individual, however successful applicants will be required to volunteer during the exhibition and possibly a few days in the lead up to the exhibition including:

- Training and exhibition preparation – Saturday 24 October
- Installation - Monday 26 October & Tuesday 27 October
- Exhibition - At least 3-4 days per week including weekends
- De-Installation - 3pm to 7pm Sunday 15 November & 8am to 12pm midday Monday 16 November.

Contact

If you are interested in this position please download a Volunteer Application Form from our website or contact Alexandra, Exhibition Assistant at our office on (02) 8399 0233 or alexandra@sculpturebythesea.com

SCULPTURE BY THE SEA EXHIBITION DATES: 29 OCTOBER – 15 NOVEMBER 2009