



Exhibition Coordination Volunteer

We are seeking enthusiastic and self-motivated people who are keen to gain hands-on experience in arts administration and production with one of Sydney's most exciting events.

Sculpture by the Sea Bondi 2009 takes place from 29 October until 15 November and we are looking for volunteers both in the lead up to and for the event itself.

The role includes the following:

- 1) Supporting Exhibition Coordination by assisting with the different phases of producing the exhibition,
- 2) General office administration including mail outs and database entry,
- 3) Assistance in the various roles that come with staging a spectacular outdoor sculpture event such as visitor assistance, liaising with the artists, staging and set-up, crowd analysis and data entry

Essential criteria:

- Exceptional communication skills
- Ability to prioritise tasks and be effective at time management
- Computer experience and a very solid working knowledge of MS Office programs
- Experience in providing administrative support

- Sense of humour, patient and level headed
- Excited to work outdoors with big crowds

Please download the Volunteer Application Form from our website or email Alexandra, Exhibition Assistant at Alexandra@sculpturebythesea.com for an Application Form.