

# sculpture by the sea

## SPONSORSHIP AND EVENT VOLUNTEER

This position will assist the Sponsorship team with sponsor activities during the exhibition period, primarily in the areas of corporate hospitality and events.

**In consultation with the Sponsorship and Philanthropy Manager, duties and responsibilities will include:**

- Assisting with set-up and administration of *BBQ by the Sea*, a weekend outdoor dining venue at Bondi Icebergs and other events;
- Assisting with catering and beverage set-up for sponsor functions;
- Assisting with planning for event logistics and stock management;
- Confirmation of arrangements with sponsors and suppliers; and
- General administration.

The ideal candidate will be organised, well presented, have an outgoing personality and the ability to think on their feet. They must be able to follow instructions and work unsupervised when required. Experience within hospitality/event management sectors is highly desirable.

### Essential Skills & Qualities

- Strong (some heavy lifting is involved in this role), organised, well presented and friendly
- Customer service and/or hospitality experience a must
- a keen interest in the arts.

### Volunteer Benefits

- Invaluable hands on experience of *Sculpture by the Sea*
- A *Sculpture by the Sea* T-shirt
- A ticket to the Exhibition 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.

### Commitment

The exhibition runs from 29 October - 15 November. The successful applicant must be able to commit to working weekends (Saturdays & Sundays) between these dates, from 8am – 4pm. Additional availability on weekdays is also desirable; however these hours are more flexible and can be adjusted to suit the availability of a particular candidate.

**The successful applicant should also be available for a volunteer induction session on Saturday 24 October, 2009.**

### Contact

If you are interested in this position please download a **Volunteer Application Form** from our website at [www.sculpturebythesea.com](http://www.sculpturebythesea.com) or contact person x Exhibition Coordinator on 02 8399 0233.

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