sculpturwest

PROJECT COORDINATOR

Role	project coordinator	**Reports to**	artistic director
Location	Perth-based	**Hours**	0.6FTE, 12-months fixed term
Salary	$80,000pa (pro rata) plus super	**Status**	**Applications open**

JOB SUMMARY

The Project Officer supports the growth of a peak body for the WA sculpture community by elevating the visibility of WA sculpture within the broader arts sector and beyond. This pivotal role will advance the careers of WA sculptors and connect audiences with innovative and diverse forms of sculpture. Working in collaboration with the Artistic Director, Marketing Coordinator and Board, you will manage strategic projects to deliver the organisation's core commitment of developing a sustainable, solid foundation for WA sculpture with long-term impact.

ORGANISATION SUMMARY

In five events over the past 12 years, Sculpture West (previously Sculpture at Bathers) has showcased the work of over 320 artists and reached a record attendance of 182,000 at the 2025 exhibition. We have showcased sculptors through artist talks, tours and satellite exhibitions. Today, Sculpture West builds on over a decade of success and remains dedicated to supporting Western Australian sculptors and exhibiting their work in public spaces. Its next ambitious goal of establishing Sculpture West as the peak body for WA sculpture, is guided by the needs and aspirations of our core beneficiaries - the network of WA sculptors themselves. As we forge ahead, Sculpture West is resolute in our commitment to nurture, promote and celebrate the talent of WA sculptors, enriching the lives of artists, arts workers and audiences alike.

JOB RESPONSIBILITIES

Key area	Tasks
artist support and development	Organise sculptor consultations to develop co-design frameworks and establish engaging networks.
	Organise and deliver workshops and mentoring programs to support sculptors at all career stages.
	Initiate skill-building activities to promote sustainable arts practice.
public sculpture projects	Manage funding goals and project budgets and tracking to present WA sculpture in public spaces and key events.
	Connect with stakeholders and build new partnerships. Evaluate project outcomes and impact on wide audiences.
	Build upon established initiatives such as Bathers Beach to adapt and evolve localised impact.
advocacy and promotion	Advise and seek sound investment opportunities to elevate the visibility of WA sculptors.
	Maintain and raise recognition of WA sculpture within the arts sector and beyond - nationally and internationally.
	Create marketing materials and implement communications strategies.

job approval	Review date	Status
Sandra Murray, Artistic Director	31 Aug 2025	Approved
Sculpture West Board	11 Sept 2025	Approved

CRITERIA

essential experience

- Tertiary qualifications in Arts Management or equivalent.
- Minimum five years' experience in a similar role.
- Demonstrated ability to work autonomously with excellent organisational and time management skills.
- Ability to prioritise competing tasks and work to tight deadlines.
- Knowledge of statutory requirements relevant to event delivery.
- Financial management and project budgeting.
- Project milestone reporting and grant acquittals.
- Delivery of accessible community consultation via surveys, forums and focus groups.
- Support business plan and organisational frameworks development, ie. ethical partnerships and fee-for-service models.
- Content creation aligned with brand identity including writing skills.
- Oversee production of digital content for marketing campaigns.
- High level computing skills including advanced excel, website maintenance, third party software integration.
- Maintain Client Relationship Management systems, support donor stewardship and external stakeholders.
- Campaign and event production including launch events and fundraising.

desirable experience:

- Arts exhibition experience.
- Work with external consultants, support Artistic Director, report to Board.
- C-class drivers license.
- Familiarity with the WA arts scene and demonstrated knowledge of WA art and artists.
- Use of third party software for surveys and CRM, ie JotForm and MailChimp.

attributes and competencies:

- Highly developed communication and interpersonal skills, with ability to engage in a professional and friendly manner.
- Knowledge of digital user experience and social media platforms.
- Collaborative and adaptable to meet competing work demands.
- Solutions-focused and analytical.
- Consultative leader and can build cohesive teams.
- Excellent written and verbal communication skills.
- Well organised and self-motivated.

REQUIREMENTS

- Must hold valid Australian work rights (Australian citizen / permanent residency).
- Current National Police Clearance

HOW TO APPLY

For enquiries about the position, please contact Board Secretary, Jessica Clapham, info@sculptureatbathers.com.au

Applications close 5pm (AWST) 17 October 2025. Applicants will be required for an in-person interview week commencing 20 October 2025.

Please email info@sculptureatbathers.com.au with the following information:

- cover letter (one-page maximum) outlining your interest in the position and availability to commence the role.
- statement addressing the job criteria (two-page maximum).
- curriculum vitae with relevant work history with names and contact details of two referees (three-page maximum).

Applicants who exceed the maximum page count will not be considered.