
Biennale of Sydney

INFORMATION PACKAGE:

EXHIBITION COORDINATOR

SUMMARY

The Biennale of Sydney offers the opportunity for an experienced exhibition coordinator to join a team of highly motivated, specialist staff in delivering one of the world's leading contemporary visual arts events. Working directly with the Head of Exhibition Management and in collaboration with the Exhibition Management team, the successful candidate will be responsible for all aspects of exhibition delivery including but not limited to administration and coordination of artist correspondence and contracts, artist liaison and travel, curatorial research, artwork and exhibition environment production, exhibition scheduling and budgeting and ensuring at all times safe and highest-level presentation of artworks for the duration of the exhibition.

THE BIENNALE OF SYDNEY

The Biennale of Sydney is one of the longest running international biennales in the world and Australia's leading contemporary visual arts event. The Biennale is a not for profit, incorporated company limited by guarantee. Since its inception in 1973, the Biennale has delivered 20 major exhibitions, which have featured more than 1800 artists from over 100 countries. The Biennale also produces associated publications, public programs and specialised education activities for students and school groups. Most Biennale programs are presented free to the public, with visitation regularly reaching over 600,000 per exhibition.

APPLYING FOR THE ROLE

Applications marked 'Confidential' and addressing the selection criteria must be received by **5pm** on **Friday 18th January 2019**.

Your application must include:

- a cover letter outlining how you meet the skills and experience requirements;
- a current CV; and
- the names and daytime contacts of at least two (2) professional referees.

Forward to: cherie@biennaleofsydney.com.au
or via post, marked 'Confidential' to:

Cherie Schweitzer, Head of Exhibition Management
Biennale of Sydney
Level 4, The Arts Exchange
10 Hickson Road
The Rocks NSW 2000

ROLE DESCRIPTION

Position Title:	Exhibition Coordinator
Department:	Exhibition Management
Reports To:	Head of Exhibition Management
Contract Term:	This is a full-time position with a contract through to 31 December 2020 with the potential for renewal.

Position Description

Working with the Head of Exhibition Management, the Exhibition Coordinator will work with the Exhibition Management team to successfully deliver the 22nd Biennale of Sydney to the highest of international exhibition standards. This role will work across all aspects of exhibition delivery including but not limited to administration and coordination of artist correspondence and contracts, artist liaison and travel, curatorial research, artwork and exhibition environment production, exhibition scheduling and budgeting, delivery and installation and de-installation of artworks and ensuring at all times safe and highest-level presentation of artworks for the duration of the exhibition.

The position requires excellent communication and organisational skills and an exceptional attention to detail. Working collaboratively to tight deadlines, the position also requires a flexible approach to duties and tasks, the ability to prioritise complex and competing responsibilities, a conscientious, efficient and energetic disposition and a passion for contemporary art and working with artists is essential.

Duties and Responsibilities

- Exhibition and Artists**
- Work with the Head of Exhibition Management and the Exhibition Management team on the development and delivery of artist projects for the Biennale of Sydney exhibition.
 - Create and maintain artist research files including dossiers, CVs, images and press material.
 - Ensure that biographical data on artists is accurate and that artist files and the database are up to date.
 - Establish and maintain relationships with external stakeholders and contractors for the delivery of goods, services and in-kind partnerships and project support.
 - Work with the Head of Exhibition Management on the development and implementation of contractual engagements with collaborators, artists, performers and projects partners and oversee required record management.
 - Develop and maintain timelines and scheduling documents for artist projects.
 - Liaise with artists and artist studios to coordinate site visits and project research as required.
 - Research and source materials for artist's projects and the exhibition as required.
 - Ensure artists' travel and accommodation requirements are met for site visits.

- Work collaboratively with all Biennale of Sydney departments to identify and secure residency opportunities and placements for artists.
- Work with the Artist Liaison to coordinate artist travel, itineraries and travel requirements.
- Assist in hosting visiting artists, curators and writers as necessary.
- Assist with label and wall copy preparation and production at venues and outdoor sites.
- Coordinate exhibition documentation requirements, including delivery schedules for all artist projects across venues.
- With the Exhibition team, provide practical assistance to artists with their projects during installation.
- With the Exhibition team, assist with the de-installation of artworks at the Biennale's non-museum venues.

Exhibition Budget

- Assist Head of Exhibition Management in researching estimates and tracking expenditure for artist projects costs and the exhibition budget.

Funding

- Assist Development Department with applications for funding in the area of project descriptions, artist biographies and images.

Administration

- With the Head of Exhibition Management oversee all incoming information and material relating to the artists, works and installation requirements.
- Maintain information in exhibitions database (Vernon Systems) and contacts in the Biennale's relationship database (Salesforce).
- Assist in the preparation of exhibition department documents and resources, including word processing, excel, image files and databases.
- Coordinate internal and external meetings, collate documentation, take minutes and support the Exhibition team to follow up on actions as required.
- Liaise with the Administration team regarding the organisational timeline.
- Support the Head of Exhibition Management with administrative closure and reporting for each exhibition.
- With the Head of Exhibition Management manage the collation and dissemination of documentation of the exhibition to all stakeholders at the end of the exhibition as required.
- Work with the Head of Exhibition Management on the development and implementation of exhibition policy and procedures as required.
- Digitally and physically file and archive Exhibition related documentation and correspondence for the records and Archive of the Biennale of Sydney.

Venues

- With the Head of Exhibition Management, assist with the handover of artwork details to venue partners' exhibition teams.
- Assist venues in hosting artists during the installation and exhibition period as required.
- As required conduct tours of the exhibition for Biennale of Sydney stakeholders.
- With the Exhibition Management team, assist with the day-to-day running of the exhibition for its duration, ensuring that works and

outdoor projects are maintained in good working order and that overall presentation and front-of-house arrangements meet high standards of customer service.

- Assist with artwork invigilation and staffing Biennale of Sydney information hubs as required.

Programs and Learning

- Work with Programs and Learning Department to ensure that the Artistic Director's and artists public program commitments are scheduled, coordinated and prepared.
- Work with the Marketing, Development and Public Program and Learning departments to develop content for the exhibition guide.
- Work with the Artistic Director and Programs and Learning Department to deliver talks and tours of the exhibition and artists projects to the public and key stakeholders as required.
- Provide copyright cleared images for marketing and publication purposes by generating and sending out forms for image requests and file received images and documents accordingly.
- Prepare material on artists for the Marketing Department including artists' biographies, artists' CVs and images.
- Assist with the compilation of the Artistic Director's catalogue acknowledgements.
- Assist with reproductions and copyright, and the distribution and tracking of these agreements.

Director and CEO and Artistic Director Support

- Work with the office of the Director and CEO to ensure that the Director and CEO's public commitments and VIP and Stakeholder tours are coordinated with the Exhibition Management team and provided with appropriate documentation and information in advance.
- Work with the Assistant to the Artistic Director to ensure that the Artistic Director's public commitments and VIP and Stakeholder tours are coordinated with the Exhibition Management team and provided with appropriate documentation and information in advance.
- Work with the Assistant to the Artistic Director and support curatorial research as required.
- Assist the Artistic Director in the coordination of travel and research, including booking flights, accommodation, and national and international appointments if required.
- Liaise with the office of the Director and CEO and all Biennale of Sydney departments to ensure the smooth and effective delivery of the Artistic Director's appointments and documentation of meetings.

Work, Health and Safety (WH&S)

- All staff are required to take reasonable care of their own health and safety and that of other personnel (including volunteers and interns) who may be affected by their conduct
- Participate as required in WH&S Committee meetings.

Key Performance Indicators

- Exhibition planning is undertaken efficiently and effectively
- All exhibition deadlines are met
- Exhibition is delivered and maintained at a high standard across all venues
- Exhibition meets the duty of care for works of art and the visiting public
- Biennale managed venues open promptly each day with all artworks operational
- Biennale managed venues are consistently staffed at an adequate level

SELECTION CRITERIA

Essential Criteria

- Tertiary qualification in Arts Administration/Management or related field
- Proven experience in undertaking a range of activities associated with exhibition planning and delivery
- Highly developed interpersonal and negotiation skills with the ability to build and maintain strong relationships, work collaboratively with internal and external stakeholders and participate as an effective and flexible team member.
- Demonstrated project management experience with particular emphasis on multitasking; management of competing priorities and tight deadlines, budgetary management and ensuring project objectives are met by anticipating and managing potential and emerging issues.
- Excellent organisational, administrative and problem-solving skills with high level attention to detail.
- Outstanding communication skills and high-level computer literacy.
- Demonstrated capacity for sustained effort, responsiveness to changing priorities and ability to remain calm under pressure.

Desirable Criteria

- Knowledge of contemporary art in Australia and internationally.
- Experience working with artists
- Proficiency in Adobe Creative Suite and project management software.

EMPLOYMENT TERMS

Contract Term

This is a full-time position working on a two-year contract with the option to renew.

Work Hours

The position is required to work full-time at five working days a week, generally 9.00am to 5.30pm. However, these hours may vary due to volume of work, particularly during the build-up to a Biennale where there is an expectation at varying times to work after hours, holidays and weekends. A Time Off in Lieu (TOIL) policy has been approved, outlining how TOIL for weekend and holiday work will be considered for approval by the CEO.

Remuneration

- a) *Total remuneration package*
Salary (including employer's superannuation contribution) to be within the indicated range for the total remuneration package and set in discussion with the selected candidate.
- b) *Superannuation*
As part of the total remuneration package, the Company will contribute to a complying Superannuation Fund of your choice such a percentage of your earnings as indicated in the Superannuation Guarantee Act, currently 9.5%.

Leave

- a) *Annual Holiday Leave*
Paid Annual Holiday Leave of four (4) weeks per annum in accordance with the Annual Holidays Act (NSW) will be granted at a mutually convenient time.
- b) *Long Service Leave*
Long service leave in accordance with the Long Service Leave Act (1955) and other applicable legislation.
- c) *Personal/Carer's Leave*
Paid personal/carer's leave of ten (10) days per year of continuous service for reasons of personal illness or injury, or to provide care and support to a member of your immediate family or household, who requires care or support because of a personal illness or injury of the member, or where there is an unexpected emergency affecting the member. The Company will not pay out the value of any accrued but untaken personal/carer's leave on the cessation of employment or during the term of employment with the Company.
- d) *Compassionate Leave*
Paid compassionate leave of two (2) days per occasion.
- e) *Other Leave*
In some circumstances the employee may be granted additional leave for approved study courses or other special purposes. The granting and period of such leave will be at the total discretion of the Company.

Probationary Period

A three-month probationary period applies to all positions and allows for seven (7) days' notice of termination by either party. The Company reserves the right to terminate this Agreement during this period if the person is unsuitable for the described duties or the Company environment.