

## REGISTRAR INFORMATION PACKAGE

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## BIENNALE OF SYDNEY

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The Biennale of Sydney is a renowned exhibition of international contemporary art, the third oldest biennial in the world after Venice and São Paulo. Situated across multiple sites in Sydney, over nearly half a century, the Biennale of Sydney has commissioned and presented exceptional works of art by more than 1,800 national and international artists from more than 100 countries including the work of 52 artists born or living in South-East Asia.

The Biennale of Sydney is committed to free access for all and serves people of all ages and cultures. In 2018, the 21<sup>st</sup> Biennale of Sydney attracted visitation of over 850,000. Independent research showed that 23% of visitors were international, 52% identified as culturally diverse, 20% speak a language other than English at home and 46% were aged under 35 years. This reflects the important place that the Biennale of Sydney holds in the life of Australia and in its engagement with the world.

## APPLYING FOR THE ROLE

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Applications marked 'Confidential' and addressing the selection criteria must be received by 5pm on **Monday, 20 May 2019**.

Your application must include:

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

Email to: [employment@biennaleofsydney.com.au](mailto:employment@biennaleofsydney.com.au)

Subject line: Application | Registrar

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

***Applications that do not address the selection criteria will not be considered.***

## SELECTION CRITERIA

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Based on an application addressing the Essential Criteria, Curriculum Vitae and, for selected candidates, an interview and references, the Biennale of Sydney needs to be satisfied that the applicant meets the following criteria:

### Essential Criteria

- Proven experience in managing the registration and freight requirements of exhibitions on a large-scale, including the packing, crating, delivery to multiple venues and return of works local, nationally and internationally.
- Knowledge and experience of working with Government Indemnification Schemes and Fine Art Insurance Policies to meet the legal requirements for the import and export of cultural objects.
- Outstanding communication skills with previous experience in the negotiation, coordination and management of contracts including loan requests, loan agreements and insurance contracts.
- Experience in the development, tracking and acquittal of project expenditure to budget and in a timely manner with a proactive approach to ensuring competitive pricing and minimising costs.
- Proven experience in condition reporting and supervising staff regarding the safe handling of artworks.
- 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 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.
- High-level computer literacy with working knowledge of collection database and record management systems
- Demonstrated capacity for sustained effort, responsiveness to changing priorities and ability to remain calm under pressure.

### Desirable Criteria

- Experience working with contemporary artists to realise new and site-specific projects.
- Experience in coordinating the conservation of artworks in association with owners, lenders and artists and professional staff at exhibition venues.
- Working knowledge of collection database system Vernon.
- Knowledge of contemporary art in Australia and internationally.
- Current NSW drivers' licence.

## ROLE STATEMENT

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<b>Position Title:</b>	Registrar
<b>Department:</b>	Exhibition Management
<b>Reporting to:</b>	Head of Exhibition Management
<b>Direct Reports:</b>	Assistant Registrar, Contract staff
<b>Contract term:</b>	Full time fixed term contract position until 31 December 2020 (with the possibility of extension)

## POSITION DESCRIPTION

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The successful candidate will be part of a team of highly motivated, specialist staff in delivering one of the world's leading contemporary visual arts events.

The position is responsible for overseeing the registration, freight and insurance requirements for the exhibition, as well as working as part of the Exhibition Management team on the development and delivery of all aspects of the exhibition.

This position reports to the Head of Exhibition Management and is responsible to the Director and CEO.

The Registrar plays a vital role in the development process and delivery of each exhibition. The position requires a holistic approach to object management and logistics whilst maintaining the best interests of the presentation of the work within the exhibition. A high-level attention to detail and documentation is paramount and communication with lenders, freight and technical personnel is essential.

The position liaises with technical personnel regarding install and de-install of exhibition items and advises of conservation concerns to be incorporated into technical procedures. The Registrar is required to strike a balance between the requirements of the Biennale and those of the lending institution or individual. Each work in the exhibition is unique and involves varying degrees of logistics and lender liaison to ensure all elements of the exhibition are delivered to deadline and on budget.

Excellent negotiation and interpersonal skills are required, as well the ability to work collaboratively with a range of stakeholders – from artists, lenders, freight agents to exhibition partners and venue staff. 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.

First Peoples and people who identify as Culturally and Linguistically Diverse are strongly encouraged to apply.

See over for Duties and Responsibilities.

## DUTIES AND RESPONSIBILITIES

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### Exhibition and Loans

- In close collaboration with the Head of Exhibition Management and the Exhibition Management team, develop schedules and maintain timelines for registration and indemnification ensuring key deadlines are met
- In close collaboration with the Head of Exhibition Management, prepare and draft loan requests to museums, private lenders and artists for the review and signature of the Director and CEO.
- Send signed loan requests to potential lenders
- Once loans have been approved, draft loan agreements for review and signature of the Director and CEO and once approved send agreements to lenders
- Liaise with lenders regarding loan conditions
- Assess and report on the facilities of non-museum venues regarding safety, security and environment as they relate to the requirements for indemnification
- Maintain registration files for loans, ensuring records of the highest standards are kept
- Liaise with the Director and CEO, Artistic Director, Head of Exhibition Management and the Exhibition Management team regarding display requirements and appropriate space selection for all artworks with regard to conditions of loan, indemnity and object safety
- In close collaboration with the Exhibition Management team, propose schedules for delivery and installation as well as de-installation and collection which comply with indemnity requirements and loan conditions
- In close collaboration with the Exhibition Management team, Biennale of Sydney freight agent and exhibition venues, prepare and supervise installation and unpacking and de-installation and repacking of the exhibition
- Assist with overseeing the day-to-day running of the exhibition (at Biennale-managed venues) 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 and public safety
- Enter all lenders and loan contacts in the Biennale's relationship database (Salesforce)
- Create and send loan documentation (agreements, indemnity schedules, condition reports, receipts) to all lenders and collate completed paperwork

### Indemnity and Insurance

- Oversee drafting of indemnity and commercial insurance documentation
- Ensure that obligations related to insurance and indemnification are met at all locations of the Biennale of Sydney exhibition
- Liaise with Create NSW regarding the NSW Government Exhibitions Indemnification Scheme and the preparations for the submission of the application
- Send out indemnity schedules and arrange waivers where appropriate for all loans to be covered by the Indemnification Scheme and process completed paperwork for the application
- Prepare and submit the application to Create NSW in a timely manner to ensure cover is in place for all works before inward freight begins
- Make arrangements for commercial insurance where required
- Determine and make recommendations on issues of risk to works
- In consultation with Head of Exhibition Management, ensure that obligations related to indemnity and insurance are met at each Biennale location

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## Registration and Freight

- Ensure that the Biennale of Sydney complies with appropriate statutory and legal requirements relating to the management of exhibition loans and adheres to legislation relating to contracts, protection of cultural objects on loan and moveable cultural heritage
- In close collaboration with the Head of Exhibition Management, participate in exhibition planning, preparation, movement and transportation of objects, installation and dismantling of objects and exhibition related materials
- In close collaboration with the Head of Exhibition Management, draft all loan agreements for the review and signature of the Director and CEO
- Monitor that all conditions of the loan agreements are met and immediately notify the Head of Exhibition Management and the Director and CEO if breaches of the agreement occur.
- In the event of breaches of the loan agreement, draft correspondence with the lender for the Director and CEO notifying the lender of the breach.
- Prepare and oversee the handling, packing notes, registration and condition reporting of works at Biennale of Sydney managed venues with the Assistant Registrar and Conservators
- Oversee application for the Customs Events Status
- Oversee and ensure Australian (AQIS) and International Quarantine regulations are met within the projected schedule
- Provide the Biennale freight agent with necessary lender and artwork information in order to gather estimates for all shipments
- Work closely with the freight agent to plan the logistics for inbound and outbound freight
- In consultation with the freight agent (and overseas agents where necessary), develop schedules for collection, crate-making, packing and shipping from all lenders into and out of the country ensuring that these meet high international standards for art handling
- In consultation with the freight agent, develop shipping schedules and disseminate this information to registration staff at each museum venue
- Liaise with the freight agent and Australian Quarantine and Inspection Service regarding any possible quarantine risks, safe treatment and clearance into the country
- Ensure the arrival and delivery of all works to their respective venues in accordance with strict installation schedules
- Manage the movement and storage of empty crates from all venues after installation, and coordinate their timely delivery for de-installation and packing at the end of the exhibition
- Coordinate outgoing freight arising from new projects and site-specific works
- Check and process all freight invoices in a timely manner for all inbound and outbound shipments

## Staff and Contractors

- Manage the Assistant Registrar and Contract conservators
- Assist in creating and maintaining a dynamic, effective and cohesive Exhibition Management team
- Maintain cooperative relationships with Exhibition Partner and Venue Partner staff

## Exhibition Budget

- Manage and oversee the exhibition freight budget
- Assist the Head of Exhibition Management and the Exhibition Management team with project budget development and realisation of artists' new and site-specific projects

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- Ensure freight estimates are thoroughly prepared and are provided in a timely manner to the Head of Exhibition Management and, if requested, to Head of Finance and Administration
- Monitor and track all loan-related expenditure for crate-making, freight, couriers, loan fees and conservation, reporting to Head of Exhibition Management to feed into the exhibition budget
- Work to ensure that budget targets for loans and freight are met, and cost-effective strategies and procedural controls are in place
- Provide costs and estimates for the Director and CEO and Artistic Director/s and Board of Directors as required
- Work closely with the Head of Exhibition Management to manage, forecast and acquit expenditures

## Venues

- Assist in the research of possible alternative venue(s) in addition to traditional exhibition venues from a registration perspective
- Act as a Biennale of Sydney contact with participating venues
- Participate in exhibition debriefs with all venues, reporting on the outcome and recommendations for future exhibitions
- Liaise with registration, conservation and install staff at each museum venue regarding display, handling and packing requirements and condition reporting of works
- Supervise and assist unpacking/repacking and work closely with technical and project personnel and installation crew at Biennale-managed venues, ensuring safe handling and movement of artworks at all times
- Condition report and photograph all artworks at Biennale-managed venues, supervising assistants and installers as necessary
- With the Head of Exhibition Management, Operations Manager, exhibition and venue managers and Volunteer Manager and Coordinator produce a maintenance and invigilation plan for works at Biennale-managed venues, to ensure that staff and volunteers can be adequately briefed regarding monitoring of works
- Monitor all works during the exhibition to ensure their safety, security and condition, with an emphasis and principal responsibility for works in Biennale-managed venues

## Vernon

- Principle contact for Vernon Systems Ltd, including invoicing and support as necessary
- Control database system management, security and updates, reviewing authorities and procedures as necessary
- Provide in-house training and support, ensuring users have correct and appropriate access rights
- Create all exhibition-related records (artist, object, loan, exhibition, venue) and supervise all data entry to maintain consistency and integrity of data
- Create and automate system-driven reports for loan documentation (agreement, receipt, condition report, indemnity schedule), as well as respond to requests from internal staff for lists/reports/statistics
- Produce exhibition progress lists and distribute to external colleagues, as necessary (i.e. venue, crate, shipping, indemnity lists)

## Funding and In-kind Support/Fundraising

- Liaise with other departments to identify sources of local and international funding
- Liaise with other departments to assist with funding applications
- Work cooperatively with other departments to obtain suitable levels of in-kind sponsorship

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- Work cooperatively with Head of Development to identify potential artist projects for project patronage and assist in administering project patrons

## **Administration**

- Liaise with Head of Exhibition Management, Exhibition Partners and Venue Partners and external institutions to ensure best practice and policies are in place and current
- With Exhibition Management team, document and share all incoming information and material relating to the artists, works and installation requirements
- Ensure relevant contacts are entered in the Biennale of Sydney's relationship database (Salesforce)
- Liaise with other departments to help meet organisational deadlines
- Assist with the establishment and maintenance of all filing and information systems for incoming documentation and exhibition related material, including material relating to the Artistic Director/s
- Assist in the preparation of Exhibition reports for Board meetings as required.
- Submit relevant documentation for approval by the Board of Directors as required
- Support the Head of Exhibition Management as required

## **National Art Archive**

- Ongoing support for the Biennale of Sydney Archive's transfer to the National Art Archive, including participation in the working group to provide advice on; digital storage exhibition documentation on the Vernon CMS past/future, archiving policy and procedure regarding time-based materials

## **Work, Health and Safety (WHS)**

- 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 in WH&S Committee meetings, as required

## **Key Performance Indicators**

- Successful delivery of the 2020 Biennale of Sydney.
- Successfully managed all aspects of Registration, including but not limited to, staffing, induction, training and development, performance management and reporting
- Exhibition meets the duty of care to artworks and lenders are satisfied with all arrangements and level of consultation
- Artworks are transported, handled and displayed in a safe, secure method, according to indemnity requirements
- Successfully managed the NSW Government Indemnification Scheme application and risk assessments
- All deadlines regarding registration and indemnification are met
- Registration documentation (including database) is carried out and completed in a timely manner and to a high standard
- Freight logistics and planning are undertaken at a high standard and all shipments arrive on schedule and within budget
- Acquittal of loans completed at the end of the exhibition
- Build positive relationships with Exhibition Partners and Venue Partners
- Demonstrated positive working relationships with all departments of the Biennale of Sydney