

biennaleofsydney

EVENT PRODUCER INFORMATION PACKAGE

Biennale of Sydney Ltd.
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BIENNALE OF SYDNEY

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 21st 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

Applications marked 'Confidential' and addressing the selection criteria must be received by 5pm on **Friday, 26 November 2021**.

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

Subject line: Application | **Event Producer**

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

SELECTION CRITERIA

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	<ul style="list-style-type: none">• Proven experience delivering successful large public or private events, or similar activities or projects in the arts, cultural or related fields, demonstrating skills in complex project management.• Comprehensive understanding of the production aspects of large-scale public events including the provision of sound and lighting, staging, site management, risk management and crowd management.• Highly organised with effective time management skills and the ability to manage multiple projects simultaneously.• Comprehensive knowledge of the entertainment and events industry, artists, performers, booking agencies etc.• Highly developed interpersonal skills with the ability to build and maintain strong relationships and work collaboratively with internal and external stakeholders.
Desirable Criteria	<ul style="list-style-type: none">• Experience coordinating and providing oversight of contractors, casual staff and volunteers.• Sound budget management skills.• Current NSW Driver Licence.• Current First Aid certificate.

ROLE STATEMENT

Position Title:	Event Producer
Department:	Programs and Partnerships
Reporting to:	Head, Programs and Partnerships
Direct Reports:	N/A
Contract term:	December 2021 – 30 June 2022

POSITION DESCRIPTION

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 Event Producer is an important role within a small team responsible for taking a curatorial vision and developing and implementing an outstanding program of events and experiences for the public and patrons. The successful candidate will be able to produce, budget, deliver and evaluate large- and small-scale events working with Australian and international artists and organisations.

Experience in working with multiple stakeholders and delivery of complex projects, and the ability to manage a dynamic workload is highly regarded.

The position reports to the Head, Programs and Partnerships, and is responsible to the CEO.

See over for Duties and Responsibilities.

DUTIES AND RESPONSIBILITIES

Event Production	<ul style="list-style-type: none"> • End-to-end production of physical and virtual events including planning, logistics and execution. • Produce and deliver events across the public program and benefaction program in accordance with an agreed event brief, budget, timeline, strategic direction and desired outcomes. • Act as project lead in the coordination of Biennale of Sydney project teams and external contractors. • Ensure all aspects of an event are well managed, milestones are met, risks are identified and managed, and key deliverables are achieved. • Deliver a range of events for benefactors and partners, including private hospitality functions and tours. • Coordinate event registration and ticketing with External Affairs Coordinator. • Produce detailed run sheets and conduct staff briefings prior to events.
Administration	<ul style="list-style-type: none"> • Review and advise on event agreements, policies and procedures. • Administrative tasks including, but not limited to, purchase orders, program updates and evaluations, artist management, permissions and licences. • Ensure accurate and timely reporting on event delivery and progress against plans. • Coordinate post-event evaluations. • Assist with general office administration including answering phones, mail-outs etc when required.
Budget	<ul style="list-style-type: none"> • Source and negotiate with vendors and suppliers. • Prepare and manage event budgets and expenses. • Process invoices.
Work, Health and Safety (WHS)	<ul style="list-style-type: none"> • 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
Key Performance Indicators	<ul style="list-style-type: none"> • Successful production of all public programs, learning programs and benefaction events with a high level of satisfaction for audiences and key stakeholders. • Demonstrated positive working relationships with key stakeholders, visitors and all staff of the Biennale of Sydney. • Delivery of detailed report after the end of exhibition.