

DIGITISATION INTERNSHIP INFORMATION PACKAGE

BIENNALE OF SYDNEY

The Biennale of Sydney gathers on the ancestral land of the Gadigal people of the Eora Nation. We acknowledge all Traditional Owners of Country and recognise their continuing connection to land, waters and culture. We pay our respect to Elders, past, present and emerging.

The Biennale of Sydney is a leading international contemporary art event. It plays an indispensable role in Australia's engagement with the world, and a meaningful role in the life of the nation. The Biennale presents the most dynamic contemporary art from around the globe in venues across Sydney (and beyond) with exhibitions that ignite and surprise people, spark dialogue, cultivate connections and inspire action through meaningful, shared arts experiences. The Biennale of Sydney amplifies the voices of artists and tell the stories of our global communities, as they drive momentum for lasting cultural change.

Established in 1973, it is one of the oldest biennials in the world and the largest event of its kind in Australia. The Biennale of Sydney has commissioned and presented exceptional works of art by more than 1,900 national and international artists from more than 100 countries. The Biennale of Sydney is committed to free access for all. More information on the Biennale can be found [here](#).

WORKING FOR THE BIENNALE OF SYDNEY

The Biennale of Sydney fosters a collaborative and respectful workplace culture, with a team as diverse as the exhibitions we present and the audiences who experience them. We actively encourage Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, LGBTQIA+ people, people with disability and those who have diverse experiences of our world to join the Biennale of Sydney team.

We are committed to making reasonable adjustments to provide a positive, barrier-free recruitment process and supportive workplace. If you are applying for a position and have support or access requirements, let us know in your application or by contacting the nominated person in the advertisement.

We also support a flexible working environment at the Biennale of Sydney and are happy to discuss how this role could be done flexibly. There is no 'one size fits all' approach to flexible working, including time commitments. We can work with you to rethink where, when and how your work can be done.

The Biennale of Sydney believes that art should be accessible to all. Thanks to our generous supporters, our exhibitions are presented with free admission for all to enjoy. For our employees, we provide professional development opportunities to enrich and develop your love of the arts while valuing the specific skills and experiences you bring to the Biennale of Sydney. As a not-for-profit organisation, we also offer salary packaging options.

ROLE STATEMENT

Position Title:	Digitisation Intern
Department:	Programs and Partnerships
Reporting to:	Charlotte Galleguillos, Head of Programs and Partnerships
Direct Reports:	N/A
Contract term:	Part-time – 3 months

POSITION DESCRIPTION

The Biennale of Sydney is working with Google Arts & Culture to bring online a curated selection of assets and stories from the 23rd Biennale of Sydney, titled *rīvus* to share with global audiences.

This will include the creative works of the 2022 presenting participants plus stories which explore the intersection of Art x Sustainability, including: artistic highlights from the Biennale with a focus on works presented at The Cutaway; the event, its sites and creative directors; and educational stories with learning activities.

This internship is fundamental in this project's success: The ideal candidate will be a key contributor by creating metadata in the required format, allocating scanned images to the appropriate metadata, and assisting in other ways to prepare the upload of records to shared databases.

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.

See over for Duties and Responsibilities.

DUTIES AND RESPONSIBILITIES

Digitisation	<ul style="list-style-type: none">• Assist in the coordination, collection, and curation of the following:<ul style="list-style-type: none">- 500+ high-resolution images- 10+ featured videos of presented works/participants- 3D images of 3+ works- 360 Videos (where available and permitted)• Coordinate and create online stories which integrate additional exclusive audio materials and quotes captured with the Participants• Liaise with internal and external stakeholders as required
Administration	<ul style="list-style-type: none">• File management• Retrieval of data and files
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• Participate in WH&S Committee meetings, as required
Key Performance Indicators	<ul style="list-style-type: none">• Successful delivery of the Google Arts & Culture project

APPLYING FOR THE ROLE

Applications marked 'Confidential' and addressing the selection criteria must be received by 5 pm on Friday **13 May 2022**. **Interviews will be held as applications are received.**

Your application must include:

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

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

Contact: Rachel Esse

Email to: art@biennaleofsydney.com.au

Subject line: Application | **Digitisation Internship**

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">• Excellent communication skills• Excellent attention to detail• Ability to successfully manage multiple tasks• Strong computer skills, particularly Excel and Word• Highly organised• Flexible attitude to working hours
Desirable Criteria	<ul style="list-style-type: none">• Interest in programs and learning• Current NSW Driver License• Current First Aid certificate