

BIENNALE OF SYDNEY

The Biennale of Sydney acknowledges the Traditional Owners of Country, in particular the Gadigal people on whose land the Biennale of Sydney is located. We recognise their continuing connection to land, waters and culture and pay our respect to Elders, past, present and emerging.

The Biennale of Sydney is one of the leading international contemporary art events. 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 with exhibitions that ignite and surprise people, sparking dialogue, cultivating connections and inspiring 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 the third oldest biennial in the world after Venice and São Paulo and the largest exhibition 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.

APPLYING FOR THE ROLE

Applications marked 'Confidential' and addressing the selection criteria must be received by 5pm on 13.05.2022

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: soheyahmadipour@biennaleofsydney.com.au

Subject line: Application | Production Manager

Or via post, marked 'Confidential' to:

Soheyah Ahmadi Pour

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.

Production Manager

Position Title: Production Manager
Reports to: Head of Production
Department: Exhibitions
Salary: \$90,000 - \$95,000 (exclusive of Superannuation)

DUTIES AND RESPONSIBILITIES

Exhibition Planning

- Provide technical advice and expertise to the Head of Production and Artistic Director to assist with the planning and technical viability of proposed artist installations and projects
- Work as part of the Exhibition team to liaise with artists to problem solve and find technical solutions for artists, installation requirements and logistics
- Assist Head of Production in providing quotes on construction, labour, and installation costs for the production of project budgets
- Design and produce drawings for the construction of temporary walls, plinths, and other structures to support and display artworks
- Design and develop solutions for the installation of contemporary art in heritage buildings to ensure the building surfaces and structures are not damaged
- Research and source audio-visual and other specific equipment required for artists' projects (in conjunction with AV Coordinator)
- Plan and devise installation methods and schedules for the installation of artworks at the Biennale-managed venues as required
- Assist in the preparation of plans and Work Health and Safety WHS documentation the submission of development applications, insurance, and other statutory authority requirements
- Prepare risk assessments in consultation with Registration for all artworks and projects at Biennale-managed venues as required.

Pre-production Phase

- Recruit, train and manage the team of casual technical and installation staff
- Roster staff in an effective and efficient manner with exhibition team (including Registration Manager), ensure adequate levels of exhibition supervision and security are maintained at all times during the installation and exhibition
- Build a close working team and good cooperative relationships with the Biennale team and external contractors and stakeholders
- Work with Head of Production to allocate appropriate levels of labour to suit artists' projects
- Ensure timesheets are signed off and submitted to the Head of Finance and Administration

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- Work closely with AV Coordinator to source AV equipment and provide the best technical solutions for artists' projects
- Source building materials, tools and other plant and equipment required for the installation and de-installation
- Source and hire access equipment/forklifts and other plant equipment required for the installation of artworks
- Supervise the setting up of a temporary workshop with appropriate tools and equipment to provide the Biennale the capability to build components of exhibition structures such as plinths, vitrines, and temporary walls
- Produce and update technical information sheets for artists' projects

Staff and Contractors

- Recruit, train, roster and manage the team of casual technical and installation staff

Administration

- Compile and maintain an inventory of tools and equipment purchased for installation of artworks
- Compile and maintain an inventory of tools and equipment in storage between exhibitions
- Produce installation and de-installation schedule (with Registrar)
- Check timesheets and ensure they are submitted on time to the Administrator
- Produce adequate documentation to brief crew and project managers on the nature of installations
- Provide IT systems advice to the CEO and management team and oversee the introduction of IT systems to the Biennale of Sydney organisation and Biennale of Sydney-managed venues

Communication

- Well-developed communication and negotiation skills in relation to liaising with a wide range of internal and external contacts
- Good, clear communication skills both oral and written

Occupational Health and Safety

- Ensure that the Biennale meets its duty of care to exhibition staff, works of art and the visiting public
- Participate as required in WHS Committee meetings

Key Performance Indicators

- Successful delivery of the exhibition across all sites
- Identifiable hazards and risks are identified and eliminated
- Incident-free installation and de-installation periods for staff and contractors
- Installation and de-installation are on schedule and on budget
- Installation of exhibition is of a high-standard and regarded as such nationally and internationally