

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.

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.

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.

APPLYING FOR THE ROLE

Applications marked 'Confidential' and addressing the selection criteria must be received by 5pm on 14 February 2023.

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 | Exhibitions Coordinator

Or via post, marked 'Confidential' to:

Julia Greenstreet

Exhibitions Manager

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.

ROLE STATEMENT

Position Title: Exhibitions Coordinator

Department: Production & Exhibitions

Reporting to: Exhibitions Manager

Contract term: Full time fixed term contract position until 31 December 2024 (with the possibility of extension)

POSITION DESCRIPTION

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

The Exhibitions Coordinator will work with the Production & Exhibitions team to successfully deliver the 24th Biennale of Sydney (2024) to the highest of international exhibition standards. This role will work across all aspects of exhibition planning and delivery including but not limited to administration and coordination of artist projects & travel, venue liaison, curatorial research and texts, artwork and exhibition production, exhibition scheduling and budgeting, installation and de-installation of artworks, and ensuring at all times the safe and highest-level presentation of artworks for the duration of the exhibition.

The position requires excellent communication, interpersonal and organisational skills and exceptional attention to detail. Working collaboratively to tight deadlines, the position also requires flexibility, the ability to take initiative, problem-solve and prioritise complex and competing responsibilities, a conscientious and energetic disposition and a passion for contemporary art and working with artists.

The position reports to the Exhibitions Manager.

See over for Duties and Responsibilities.

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"> • Tertiary qualification in Arts Administration/Management or equivalent professional experience in a relevant field. • Proven experience in undertaking a range of activities associated with exhibition planning and delivery. • 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. • Highly developed interpersonal, communication 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. • Excellent organisational, administrative and problem-solving skills with high level attention to detail. • Demonstrated capacity for sustained effort, responsiveness to changing priorities and ability to remain calm under pressure. • Excellent computer literacy – including knowledge of Microsoft based applications, Word, Excel, Outlook, Customer Relationship Management databases, and Internet applications.
Desirable Criteria	<ul style="list-style-type: none"> • Knowledge of contemporary art in Australia and internationally. • Experience of working with artists. • Proficiency in Adobe Creative Suite and Project Management software. • A keen interest in, and commitment to, the work of Biennale of Sydney and knowledge and understanding of the arts markets. • Good knowledge of the Biennale of Sydney and its various activities.

DUTIES AND RESPONSIBILITIES

Exhibition Coordination	<ul style="list-style-type: none"> • Work with the Production & Exhibitions team on the development and delivery of artist projects for the Biennale of Sydney exhibitions, including the development and monitoring of timelines, associated documentation and budgets. • Serve as the primary point of contact for selected Exhibition Partners and venues, coordinating meetings, documentation and ensuring the Production & Exhibitions team follows up on actions as required. • Establish and maintain relationships with external stakeholders and contractors for the delivery of goods, services and in-kind partnerships and project support. • Support the Artistic Directors with curatorial research, presentations and scheduling of artist meetings. • Assist with the preparation and production of exhibition texts such as work labels and the exhibition guide. • Work with the Exhibitions Manager and Head of Production on the development and implementation of contractual engagements with collaborators, artists, performers and projects partners and oversee required record management. • Contribute to the Biennale's fundraising initiatives by providing artist and project information for grant applications and other funding pitches, as required by the Development team. • Research and source materials for artist's projects and the exhibition as required. • Liaise with artists and their representatives to coordinate artist travel and
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	<p>itineraries in collaboration with the Artist Liaison.</p> <ul style="list-style-type: none"> • Host visiting artists and other stakeholders as necessary. • Provide practical assistance to artists with their projects during installation and assist with deinstall at Biennale-managed sites.
Administration	<ul style="list-style-type: none"> • Maintain contacts in the Biennale's CRM database. • Assist in the preparation of exhibition department documents and resources, including word processing, excel, image files and databases. • Support with administrative closure and reporting for each exhibition including grant acquittals. • With the Exhibitions Manager and Communications team, oversee installation documentation of works and distribute this to artists and other stakeholders in a timely manner. • Work with the Exhibitions Manager 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.
Exhibition Operations	<ul style="list-style-type: none"> • With the Production & Exhibitions team, assist with the day-to-day running of the exhibition for its duration, ensuring that works are maintained in good working order and that overall presentation and front-of-house arrangements meet high standards of customer service. • Compile curatorial texts and brief volunteers and Biennale staff on works to support them in communicating the exhibition to visitors. • Conduct tours of the exhibition for Biennale of Sydney stakeholders as required.
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"> • Exhibition planning is undertaken effectively & efficiently, and all exhibition deadlines are met. • Exhibition sites are well presented to accommodate all visitors. • Developed and maintained excellent collaborative relationships both internally and externally.