

# biennaleofsydney

## BIENNALE OF SYDNEY

The Biennale of Sydney gathers on the ancestral land of the Gadigal people. 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.

## 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.

## APPLYING FOR THE ROLE

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Applications marked 'Confidential' and addressing the selection criteria must be received by **5pm on Friday, 10 February 2023**.

Your application must include the following:

- 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 | First Nations Curator

Or via post, marked 'Confidential' to:

**Barbara Moore**

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:

<b>Essential Criteria</b>	<ul style="list-style-type: none"> <li>• Must be of Aboriginal and/or Torres Strait Islander descent, identify as being an Australian Aboriginal and/or Torres Strait Islander and accepted in the community</li> <li>• Tertiary qualifications in Fine Arts/Art History, Visual Arts or Arts Administration or related qualification and/or demonstrated capability through past industry experience</li> <li>• Demonstrated experience in a leadership position with high level skills in, research, critical writing, curatorial and exhibition development</li> <li>• Evidence of having built and continuing to maintain a strong network of local and national arts industry contacts</li> <li>• Strong business acumen with experience contributing to business strategy and working with a range of external partners including institutions and private lenders</li> <li>• Outstanding presentation and communication skills with the experience and credibility to be a respected spokesperson and relationship builder</li> <li>• Demonstrated project management experience with particular emphasis on multitasking; management of competing priorities and tight deadlines, and ensuring project objectives are met</li> <li>• Excellent computer literacy – including knowledge of Microsoft applications, Word, Excel, Outlook, and Customer Relationship Management databases</li> </ul>
<b>Desirable Criteria</b>	<ul style="list-style-type: none"> <li>• A keen interest in, and commitment to, the work of Biennale of Sydney and knowledge and understanding of the arts markets and the key players and collectors within this sector both in Australia and internationally.</li> <li>• Experience in using Tessitura or similar CRM system</li> </ul>

## ROLE STATEMENT

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<b>Position Title:</b>	First Nations Curator
<b>Department:</b>	Production
<b>Reporting to:</b>	Head of Production
<b>Direct Reports:</b>	N/A
<b>Contract term:</b>	Full time fixed term contract position until 31 December 2024 (with the possibility of extension)

## POSITION DESCRIPTION

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As a member of the Biennale's Senior Management Team, the First Nations Curator will work with the Production team and external partners to successfully deliver the 24th Biennale of Sydney (2024) to the highest of international exhibition standards. The First Nations Curator will provide expertise and respond to business needs by delivering tailored and effective Curatorial Development initiatives and solutions.

The First Nations Curator will consult and collaborate with First Nations communities, staff and artists to engage with and curate works, and stories from First Nations perspectives.

This is an Identified role under the Section 14d of the Anti-Discrimination Act 1977 and as such Aboriginality is an essential requirement of the role.

The position reports to the Head of Production.

## DUTIES AND RESPONSIBILITIES

<b>Curatorial</b>	<ul style="list-style-type: none"><li>• Work with the Artistic Director, Head of Production and the Production team on the development and delivery of artist projects for the Biennale of Sydney exhibition</li><li>• Support the Artistic Director with curatorial research and create presentation documents and written materials as required</li><li>• Liaise with artists, artist representatives and galleries regarding curatorial research material and information required for exhibition texts including labels, wall texts, exhibition publications and the Biennale website</li><li>• Coordinate and maintain all incoming information and material relating to the First Nations artists, works of art, commissions, artist projects and installation requirements</li><li>• Create and maintain artist research files including dossiers, CVs, images and press material</li><li>• Develop and maintain timelines and scheduling documents for artist projects</li><li>• Support the Registrar in the preparation and distribution of loan letters and agreements</li><li>• Support the Registrar in the cataloguing and maintenance of accurate list of confirmed works for exhibition publications and reports</li><li>• Give Curatorial advice to layout and installation of artworks</li><li>• Support in the production and installation of artworks</li></ul>
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<b>Programs &amp; Learning</b>	<ul style="list-style-type: none"> <li>• Assist in the request and collation of copyright cleared images for communications, marketing, and publication purposes</li> <li>• Support in the delivery of programs, activations, and events such as live performances and artist talks</li> <li>• Support the FOH and Volunteer team in activating audience engagement and ensuring they are accurately briefed on curatorial context for artists and artworks</li> </ul>
<b>Exhibition Management</b>	<ul style="list-style-type: none"> <li>• Liaise with artists and artist studios to coordinate site visits and project research as required</li> <li>• Work collaboratively with all Biennale of Sydney departments to identify and secure residency opportunities and placements for artists</li> <li>• Process invoices and maintain records of finances for budgets</li> <li>• Develop and distribute travel Itineraries for artist travel</li> <li>• Act as a key point of contact for artists during their travel</li> <li>• Host artists during site visits, the installation and exhibition period as required and provide practical assistance to artists with their projects during installation</li> <li>• Support artists in making strategic connections with local community and other participating artists in the Biennale of Sydney</li> </ul>
<b>Budget</b>	<ul style="list-style-type: none"> <li>• In close collaboration with the Head of Production, monitor expenditures to achieve artist projects on time and within budget</li> <li>• Prepare invoices and accounts for payment</li> <li>• Provide Head of Production with regular and accurate budget reports</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Ensure the Biennale Style Guide is adhered to across all materials and communications</li> <li>• Maintain Artist contacts in the Biennale's CRM (Tessitura)</li> <li>• Assist with office administration tasks, including preparing internal and external reports, filing and other duties as required</li> <li>• Assist with onsite roles during each exhibition period, as the staff roster requires</li> </ul>
<b>Work, Health and Safety (WHS)</b>	<ul style="list-style-type: none"> <li>• All staff are required to take reasonable care of their health and safety and other personnel (including volunteers and vocational placements) who may be affected by their conduct</li> <li>• Participate in WH&amp;S Committee meetings as required</li> </ul>
<b>Key Performance Indicators</b>	<ul style="list-style-type: none"> <li>• Exhibition planning is undertaken effectively &amp; efficiently, and all exhibition deadlines are met</li> <li>• Developed and maintained supportive and collaborative relationships, internally with the Artistic Director and all Biennale teams, and externally with artists, lenders, galleries, Exhibition Partners and venues and key stakeholders nationally and internationally</li> <li>• Successful implementation of environmentally sustainable exhibition making practices.</li> </ul>