

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

Applications marked 'Confidential' and addressing the selection criteria must be received by **5pm on Friday, 16 June 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

Subject line: Application | First Nations Fellowship

Or via post, marked 'Confidential' to:

Charlotte Galleguillos, Deputy Director
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

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">• Must be of Aboriginal and/or Torres Strait Islander descent, identify as being an Australian Aboriginal and/or Torres Strait Islander and be accepted in the community• Relevant tertiary qualifications or demonstrated capability through past industry experience• Curatorial expertise in Australian First Nations Arts and Culture• Evidence of having built and continuing to maintain a strong network of local and national arts industry contacts• Outstanding presentation and communication skills with the experience and credibility to be a respected relationship builder and spokesperson• Demonstrated project management experience with particular emphasis on multitasking, management of competing priorities and deadlines, and ensuring project objectives are met• Excellent computer literacy – including knowledge of Microsoft applications, Word, Excel, Outlook, and Customer Relationship Management databases
Desirable Criteria	<ul style="list-style-type: none">• A keen interest and commitment to leading a self-determined approach in Indigenous engagement and representation in an international context• Knowledge and understanding of the Australian arts markets and the key players within this sector

ROLE STATEMENT

Position Title:	First Nations Fondation Cartier Curatorial Fellowship
Department:	Production
Reporting to:	Head of Production
Direct Reports:	N/A
Contract term:	Full-time fixed-term contract position until 31 December 2024 (with the possibility of extension, and an openness to discuss how this role could be done flexibly)

Remuneration range: \$110,000 - \$120,000 Inc Superannuation, pro rata

POSITION DESCRIPTION

The First Nations Fellow will assist in the curation of the 24th Biennale of Sydney (2024). Working closely with the Biennale of Sydney and the Fondation Cartier pour l'art Contemporain, the First Nations Fellow will consult and collaborate with First Nations communities, artists and knowledge holders to curate artworks and stories that will be presented as part of the Biennale of Sydney.

This fellowship is based in Sydney, and if reasonably feasible, includes an invitation to travel to Paris, organised with the support of the French Embassy, working directly with the Fondation Cartier pour

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art contemporain on the selection and presentation of First Nations works.

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

The position reports to the Biennale of Sydney's Head of Production and is integrated in the curatorial team.

DUTIES AND RESPONSIBILITIES

Curatorial	<ul style="list-style-type: none">• Work with the Artistic Directors and Biennale team on the development and delivery of artist projects included in the 24th Biennale of Sydney (2024)• Conduct research and provide recommendations and advice for the Fondation Cartier, including the acquisition and presentation of Aboriginal and Torres Strait artworks• Expand dialogue and foster a community of international engagement• Develop and maintain external relationships that support the successful delivery of the Fellowship• Provide administrative and project delivery support, including but not limited to researching, writing and exhibition development, including preparing and managing project budgets• Liaise with artists, artist representatives and galleries regarding curatorial research material and information required for exhibition texts, including labels, wall texts, exhibition publications and website
Programs & Learning	<ul style="list-style-type: none">• In collaboration with Artistic Directors, develop an innovative contemporary art program• Support the delivery of programs, activations, and events such as live performances and artist talks as required
Exhibition Management	<ul style="list-style-type: none">• Liaise with artists and artist studios to coordinate site visits and project research as required• With support from the Biennale Board of Directors and Deputy Director, manage cultural consultations and participating artist and community expectations with First Nations artists, knowledge holders and creative practitioners• Work collaboratively with all Biennale of Sydney departments to identify and secure residency opportunities and placements for First Nation participants• Process invoices and maintain records of finances for budgets• Host artists during site visits, the installation and the exhibition period as required and provide practical assistance to artists with their projects during installation• Support artists in making strategic connections with the local community and other participating artists in the Biennale of Sydney
Budget	<ul style="list-style-type: none">• In close collaboration with the Production and Corporate Services team, monitor expenditures to achieve artist projects on time and within budget• Prepare invoices and accounts for payment• Provide the Head of Production with regular and accurate budget reports

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Administration	<ul style="list-style-type: none">• Assist with office administration tasks, including preparing internal and external reports, filing and other duties as required• Assist with onsite roles during each exhibition period, as the staff roster requires• Ensure the Biennale Style Guide is adhered to across all materials and communications• Maintain Artist contacts in the Biennale's CRM (Tessitura)
Work, Health and Safety (WHS)	<ul style="list-style-type: none">• 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• 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• Work collaboratively with peers and colleagues through national and international networks to foster relationships with First Nations artists and communities, ensuring the greatest possible reach and impact.• Deepen the international engagement of Aboriginal and Torres Strait Islander cultures, stories and histories.