

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 **Wednesday 31 May 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 | Office Administrator

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

ROLE STATEMENT

Position Title: Office Administrator

Department: Corporate Services

Reporting to: Head of Corporate Services

Remuneration Package: \$75,000 - \$80,000 (Inc. Super)

Contract term: Flexible term contract position (part-time or full-time) until 31 December 2024 (with the possibility of extension)

POSITION DESCRIPTION

The Office Administrator is responsible for the administrative functions of the Biennale of Sydney office. The position involves managing of the day-to-day office operations, systems, and IT as well as assisting with the administration of the HR and WHS processes and procedures. The aim of the position is to help ensure all support activities are carried out efficiently and effectively ensuring the smooth operation of the Biennale of Sydney office. The position works closely with the Executive Assistant to the CEO.

The Biennale of Sydney operates in a dynamic, rapidly changing, environment which requires flexibility, adaptability, and initiative. The role of the Office Administrator requires a high attention to detail, excellent interpersonal skills and high level of initiative. We are looking for someone who is comfortable working autonomously and as part of a small team.

The position reports to the Head of Corporate Services and is responsible to the CEO.

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">• Proven administrative experience.• High attention to detail, with proven ability to manage multiple tasks in a busy environment with changing priorities and tight deadlines.• Outstanding interpersonal and communication skills.• Experience assisting with the administration of human resources full cycle (attraction, recruitment, onboarding, retention, development, offboarding, and happy leavers).• Strong problem-solving skills with the ability to implement solutions.• Capability to work effectively in a team but have the initiative and focus to work autonomously on specific tasks.• Experience and competence with various software tools including Office 365, Adobe and database systems.
Desirable Criteria	<ul style="list-style-type: none">• Experience working in an arts and cultural organisation, or a strong interest in the arts.• Experience using a human resources and accounting software information system such as Happy HR or Employment Hero, MYOB or Xero, and/or customer relationships management system such as Tessitura or Salesforce.

DUTIES AND RESPONSIBILITIES

Administration & HR	<ul style="list-style-type: none"> • Assist in developing and administers programs, procedures, and guidelines to help align the workforce with the strategic goals of the company. • Assist the Head of Corporate Services in ensuring that office systems and the office environment are efficient and effective for the Biennale team to deliver the event on time and on budget. • Coordinate systems and equipment, including IT and help ensure that all systems function efficiently. • Assist with the implementation of new systems and procedures. • Prepare employee contracts and applicable payroll information. • Assist with HR processes including recruitment; facilitating staff inductions, IT set-up and Deputy and Happy HR demonstration.
Finance	<ul style="list-style-type: none"> • Assisting members of the Finance and Administration team in their tasks 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 WHS Committee meetings, as required.
Key Performance Indicators	<ul style="list-style-type: none"> • Effective administration of the office, WHS and HR processes and systems. • Assist in maintaining an engaged work environment.