

## BIENNALE OF SYDNEY

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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

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Applications marked 'Confidential' and addressing the selection criteria must be received by 5pm **30 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](mailto:employment@biennaleofsydney.com.au)

Subject line: Application | Producer

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

## ROLE STATEMENT

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**Position Title:** Producer

**Department:** Production

**Reporting to:** Head of Production

**Direct reports:** Program Coordinator, Educators

**Remuneration Package:** \$95,000 - \$100,000 (Inc. Super)

**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 specialist team delivering one of the world's leading contemporary visual arts events.

The Producer is an important role within the Production team and is responsible for developing and implementing an outstanding public program in response to the curatorial vision of the Artistic Directors of the 24<sup>th</sup> Biennale of Sydney (2024). The successful candidate will be able to conceive, budget, develop, deliver and evaluate the public program consisting of events that include musical performances, artist talks, educational programs, family days, guided tours and workshops.

Experience in working with multiple stakeholders, building partnerships, negotiating agreements, the ability to manage a dynamic workload and a thorough understanding of contemporary art and music are essential.

The Producer will work closely with the Head of Production and Artistic Directors to deliver a wide-ranging events program that fits with the themes of the overall Biennale and responds to the participating artists and artworks included in the edition. A key focus for the 24<sup>th</sup> edition of the Biennale is joy and celebration, and the public program needs to reflect this.

## 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>• Demonstrated capacity to take development and deliver an outstanding public program in response to an overarching curatorial theme or vision.</li><li>• Proven events management skills with the ability to conceive, budget, develop, implement and evaluate community engagement programs, working with Australian and international artists and organisations.</li><li>• Experience in working with multiple stakeholders in the conception and delivery of complex projects, negotiating agreements and contracts with relevant artists, agents, and organisations.</li><li>• Excellent communication skills including relationship management.</li><li>• Proven ability to manage a dynamic workload and operate effectively under pressure.</li><li>• Excellent computer literacy – including knowledge of Microsoft based applications, Word, Excel, Outlook, Customer Relationship Management databases, and Internet applications.</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.</li> <li>• Good knowledge of the Biennale of Sydney and its various activities.</li> </ul>
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## DUTIES AND RESPONSIBILITIES

<b>Public Programs and Learning Programs</b>	<ul style="list-style-type: none"> <li>• Work with the Artistic Directors to develop and deliver public programs, including musical performances, artist talks, workshops, teacher preview/tours, tertiary programs, guided tours and family/children's activities, as well as assisting with private viewings/tours and other events as required</li> <li>• Develop and maintain an education and public program for the Biennale of Sydney that supports the Biennale's vision and core values within a framework of First Nations education and philosophies</li> <li>• Work with the Artistic Directors and venue partners to coordinate and align the Public Programs across all Biennale and partner sites</li> <li>• Work with the Artistic Directors and venue partners in the development and delivery of accessible programs and resources, including with and for people with disability</li> <li>• Work with the Co-Artistic Directors to engage schools nationwide, creating relationships that increase school bookings for exhibitions and workshops, and online engagement</li> <li>• Maintain a detailed understanding of the needs of the national education sector and identify opportunities for partnership and revenue to further the Biennale of Sydney's impact</li> <li>• Develop contacts and maintain excellent relationships with teachers, tutors, artists, education partners, peak education bodies, community partners, venue partners and other strategic partners</li> <li>• Contribute creatively to the organisation's overall vision and strategy, and demonstrate a commitment to the organisation's mission and values Scope, develop and manage project budgets, resources and funding opportunities</li> <li>• Research and source artists and creatives, negotiating agreements and contracts and managing these relationships throughout the course of the project. Develop and implement relevant and innovative workshops and programs in schools and in community. Assist in the preparation of grant applications and funding acquittals for all relevant projects</li> </ul>
<b>Program Delivery</b>	<ul style="list-style-type: none"> <li>• Coordinate and deliver logistics on public programs including, but not limited to, schedules, travel, ticketing builds, set-up of spaces etc</li> <li>• Liaise with public program participants including artists and program partners regarding event requirements, handling related correspondence and contributing to timelines and event plan.</li> <li>• Coordinate program information for the program guide</li> <li>• Work closely with Head of Production to lead the recruitment of educators, including the management of those roles once in place</li> <li>• Support the FOH and Volunteer team leaders in activating audience engagement and ensuring they are accurately briefed on the program schedule and content</li> <li>• Coordinate appropriate levels of volunteer assistance for programs and supervise volunteers and interns, as required</li> </ul>

<b>Administration and Budget</b>	<ul style="list-style-type: none"> <li>• In close collaboration with the Head of Production, monitor expenditures to achieve Program and learning projects on time and within budget</li> <li>• Provide Head of Production with regular and accurate expenditure data and budget reports</li> <li>• Review and advise on agreement, policies and procedures</li> <li>• Administrative tasks including, but not limited to, purchase orders, program updates and evaluations, artist management, permissions, licenses and enquiries</li> <li>• Ensure accurate and timely reporting on program delivery and progress against plans</li> <li>• Assist with general office administration including answering phones, mail-outs etc when required</li> <li>• Ensure the Biennale Style Guide is adhered to across all materials and communications</li> <li>• Maintain Program contacts in the Biennale's CRM (Tessitura)</li> </ul>
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>• Oversee the rigorous evaluation of relevant public programs and develop mechanisms to effectively collect quantitative and qualitative data from participants, audiences, teachers and key partners</li> <li>• Ensure data and feedback from evaluation informs future programming</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 own health and safety and that of other personnel (including volunteers and interns) 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>• Successful coordination of all public programs and learning programs with a high level of satisfaction for audiences and key stakeholders</li> <li>• Demonstrated positive working relationships with schools, community groups, visitors and all staff of the Biennale of Sydney</li> <li>• Delivery of detailed report after the end of exhibition</li> <li>• Create dynamic and meaningful learning resources that increase reach and engagement with students and teachers</li> <li>• Increase participation in paid Biennale programming</li> </ul>