

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 2,400 national and international artists from more than 130 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.

APPLYING FOR THE ROLE

Applications marked 'Confidential' and addressing the selection criteria must be received by **5pm on Monday 8 September 2025**.

Your application must include:

- a cover letter outlining how you meet the selection criteria;
- a current CV

Email to: employment@biennaleofsydney.com.au

Subject line: Application | Office Manager

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

ROLE STATEMENT

Position Title: Office Manager

Department: Corporate Services

Reporting to: Head of Corporate Services

Contract term: Full time fixed term contract until August 31, 2026

POSITION DESCRIPTION

The Office Manager manages 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 position is vital to the smooth running of the Biennale of Sydney's operations and focusses on all support activities being carried out efficiently and effectively.

The Biennale of Sydney operates in a dynamic, rapidly changing, environment which requires flexibility, adaptability, and initiative. The role of the Office Manager 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. The position works closely with the Executive Assistant 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 experience as an Office Manager or in a similar administrative role.• 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 administering the human resources cycle (attraction, recruitment, onboarding, retention, development and offboarding).• Strong problem-solving skills with the ability to implement solutions.• IT literacy with experience of being the central point of contact for an outsourced IT support provider.
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 operational software such as Xero Me or Deputy and/or customer relationships management system such as Tessitura or Salesforce.

DUTIES AND RESPONSIBILITIES

Office management	<ul style="list-style-type: none"> • Manage all aspects of office administration, including mail, couriers, stationery, and kitchen supplies. • Develop appropriate documentation, procedures, training materials and resources for staff to effectively and efficiently perform their work duties. • Ensure that office systems and the office environment is efficient and effective for the Biennale team to deliver the exhibition event on time and on budget. • Maintain and improve filing systems (SharePoint) • Act as the primary point of contact for external suppliers and contractors (eg building management, cleaning services etc)
IT	<ul style="list-style-type: none"> • Coordinate and monitor the outsourced IT support provider • Ensure staff have the IT equipment and connectivity they require • Manage the procurement, setup, and maintenance of office equipment, including computers, printers, and phones. • Ensure data security and backup procedures are in place and followed. • Assist with the onboarding and offboarding of staff, including setting up and disabling IT accounts and equipment.
HR	<ul style="list-style-type: none"> • Assist with the administration of HR processes, including recruitment, contract drafting, new employee onboarding, induction, and offboarding. • Assist in ensuring employee certifications are recorded and up to date. • Coordinate staff training and professional development activities.
Work, Health and Safety (WHS)	<ul style="list-style-type: none"> • Assist in the development, implementation, and maintenance of WHS policies and procedures in line with Australian regulations. • Conduct regular WHS inspections and identify potential hazards. • Coordinate and manage WHS documentation, including risk assessments and incident reports. • Act as the WHS officer or a member of the WHS committee. • Coordinate fire and emergency evacuation drills and ensure all staff are aware of procedures. • Ensure all WHS training requirements are met and records are maintained.
Key Performance Indicators	<ul style="list-style-type: none"> • Effective administration of the office, WHS and HR and IT processes and systems.