



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 and present.

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. As a not-for-profit organisation, we also offer salary packaging options.

APPLYING FOR THE ROLE

Applications addressing the selection criteria must be received by **5pm on Friday, 10 October 2025**.
Role to commence as soon as possible.

Your application must include:



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- 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 | **Exhibition Assistant & Artist Liaison**

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

ROLE STATEMENT

Position Title: Exhibitions Assistant & Artist Liaison

Department: Production

Reporting to: Production and Exhibitions Manager

Direct Reports: N/A

Remuneration: \$75,000 Plus Superannuation

Contract term: Full time fixed term contract position until March 31, 2026

POSITION DESCRIPTION

The successful candidate will be part of a highly motivated team of specialist staff; delivering one of the world's leading contemporary visual arts events.

The position is responsible for coordinating artist travel and meetings, as well as working as part of the Production team on the development and delivery of all aspects of the exhibition and Public Program.

Reporting to the Production and Exhibitions Manager and working closely with the Production team, this position assists in and supports all aspects of exhibition and public program delivery including but not limited to the administration and coordination of artist travel, artist liaison, preparation of documentation, scheduling meetings and taking minutes, artist and production research and archiving of artist and artwork information.

The position works in close collaboration with all departments of the Biennale of Sydney and assists the Head of Production in day-to-day work tasks and also providing approved information and documentation on artist projects to the CEO, Co-Artistic Directors, Development, Communications, Finance and Administration departments as required.

The position requires excellent communication and organisational skills and an exceptional attention to detail. Working collaboratively to tight deadlines, the position also requires a flexible approach to duties and tasks, the ability to prioritise complex and competing responsibilities, a conscientious, efficient and energetic disposition and a passion for contemporary art and working with artists is essential.



Biennale of Sydney Ltd.

Level 4 The Arts Exchange 10 Hickson Rd The Rocks NSW 2000 Australia
www.biennaleofsydney.art | +61 2 8484 8700 | ABN 74 001 614 384 | CFN 10662

DUTIES AND RESPONSIBILITIES

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| Exhibition & Program Planning | <ul style="list-style-type: none"> • Assist in the creation and maintenance of artist research files including dossiers, CVs, images and press material. • Assist with records management for all incoming information and material relating to the artists, works of art, commissions, artist projects and installation or performance requirements. • Assist in the preparation of Production department documents and resources, including word processing, excel, image files and databases. • Research and source materials for artist projects and exhibition as required. • Coordinate internal and external meetings, collate documentation, take minutes and support the Head of Production in following up on actions as required. • Assist in the collation and dissemination of documentation to Exhibition Partners as required. • Digitally and physically file and archive documentation and correspondence for the records and Archive of the Biennale of Sydney. • Assist in hosting artists during the installation and exhibition period as required. • Coordinate with venues and technical teams for installation requirements. |
| Artist Liaison | <ul style="list-style-type: none"> • Liaise with artists and artist studios to coordinate site visits and project research as required. • Ensure that biographical data on artists is accurate and that artist files and the database (Tessitura) are up to date. • Make travel arrangements for artist site visits including booking of flights, accommodation, airport transfers and local transport, ensuring artists' travel and accommodation requirements are met. • Process invoices and maintain records of finances for budgets in relation to travel and accommodation costs. • Provide visa support for artist travel including preparation and distribution of Visa Support Letters and registration of artist details with International Event Coordinator Network (IECN) and duly appointed legal representatives of the Biennale. • Manage database and checking process for artist visas using the VEVO network. • Develop and distribute travel itineraries for artist travel. • Arrange and coordinate distribution of per diems and Opal cards. • Act as a key point of contact for artists during their travel. • Assist in the research and coordination of residency opportunities and placements for artists. • Book and manage airport transfers and surface travel for artists. • Provide cultural orientation and local information to visiting international artists. |



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| | <ul style="list-style-type: none"> • Coordinate artist dietary requirements and accessibility needs during travel. |
| Stakeholder Relations | <ul style="list-style-type: none"> • Create presentation documents and visual and written materials as required for the CEO and the Artistic Director. • Assist the Head of Production in providing written and visual materials for meetings of the Board of Directors. • Work with the Assistant Curator and Exhibitions Coordinators to support curatorial research as required. • Manage and resolve diary conflicts for the Artistic Director and Head of Production. • Liaise with government agencies, sponsors, and community partners as required. • Support relationship management with exhibition venues and artists |
| Communications | <ul style="list-style-type: none"> • Prepare approved written information including but not limited to artists' biographies, artists' CVs, images and artist project descriptions to the Communications team as required to support communications, press relations and marketing, programs and learning. • Assist in the request and collation of copyright cleared images for communications, marketing and publication purposes by generating and sending out forms for image requests and file received images and documents accordingly. |
| 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 as required in WH&S Committee meetings. |
| Key Performance Indicators | <ul style="list-style-type: none"> • Exhibition planning is undertaken effectively & efficiently and all exhibition deadlines are met. • Artist travel planning is undertaken efficiently and meets allocated budget. • All artist travel deadlines are met. • A high level of artist care and support is achieved. • Exhibition is delivered and maintained at a high standard across all venues. • Exhibition meets the duty of care for works of art and the visiting public. |



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