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## 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:

- 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 | **Exhibitions Coordinator**

## ROLE STATEMENT

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**Position Title:** Exhibitions Coordinator

**Department:** Production

**Reporting to:** Production and Exhibitions Manager

**Direct Reports:** N/A

**Remuneration:** \$78,750 Plus Superannuation

**Contract term:** Full time fixed term contract position until September 30, 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 Exhibitions Coordinator will work with the Production & Exhibitions team to successfully deliver the 25th Biennale of Sydney (2026) to the highest of international exhibition standards. This role will work across all aspects of exhibition planning and delivery including but not limited to administration and coordination of artist projects & travel, venue liaison, curatorial research and texts, artwork and exhibition production, exhibition scheduling and budgeting, installation and de-installation of artworks, and ensuring at all times the safe and highest-level presentation of artworks for the duration of the exhibition.

The position requires excellent communication, interpersonal and organisational skills and exceptional attention to detail. Working collaboratively to tight deadlines, the position also requires flexibility, the ability to take initiative, problem solve and prioritise complex and competing responsibilities, a conscientious and energetic disposition and a passion for contemporary art and working with artists.

## DUTIES AND RESPONSIBILITIES

<b>Exhibition Coordination</b>	<ul style="list-style-type: none"> <li>• Serve as the primary point of contact for selected Exhibition Partners and venues, coordinating meetings, documentation and ensuring the Production and Exhibitions team follow up on actions as required.</li> <li>• Support the Artistic Director with curatorial research, presentations, and scheduling of artists meetings.</li> <li>• Assist with the preparation and production of exhibition texts such as work labels and exhibition guides</li> <li>• Work with the Exhibitions Manager and Head of Production on the development and implementation of contractual engagements with collaborators, artists, performers and projects partners and oversee required record management.</li> <li>• Contribute to the Biennale’s fundraising initiatives by providing artist and project information for grant applications and other funding proposals, as required by the Development team.</li> <li>• Research and source materials for artists projects and the exhibition as required.</li> <li>• Provide practical assistance to artists with their projects during installation and assist with deinstall and Biennale managed sites.</li> <li>• Support budget monitoring and reporting for assigned exhibition components.</li> <li>• Coordinate with WBPS Production Manager and venue partners (if relevant) on installation requirements and timelines</li> <li>• Coordinate with Communications and Development departments to ensure timely provision of artist information, project updates, and exhibition materials as required for their respective needs.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Maintain contacts in the Biennale's CRM database.</li> <li>• Assist in the preparation of exhibition department documents and resources, including word processing, excel, image files and databases.</li> <li>• Support with administrative closure and reporting for each exhibition including grant acquittals.</li> <li>• With the Exhibitions Manager and Communications team, oversee installation documentation of works and distribute this to artists and other stakeholders in a timely manner.</li> <li>• Create image captions for installation documentation.</li> <li>• Maintain accurate project timelines and milestone tracking.</li> </ul>
<b>Exhibition Operations</b>	<ul style="list-style-type: none"> <li>• With the Production &amp; Exhibitions team, assist with the day-to-day running of the exhibition for its duration.</li> <li>• Compile curatorial texts and brief volunteers and Biennale staff on works to support them in communicating the exhibition to visitors.</li> <li>• Conduct tours of the exhibition for Biennale of Sydney stakeholders as required.</li> </ul>
<b>Artist Liaison</b>	<ul style="list-style-type: none"> <li>• Liaise with artists and their representatives to coordinate artist travel and itineraries.</li> <li>• Provide visa support for artist travel including preparation and distribution of visa support letters and carrying out VEVO checks to ensure correct visas. are in place before travel commences.</li> <li>• Develop and distribute artist itineraries.</li> <li>• Host visiting artists and other stakeholders as necessary.</li> <li>• Coordinate artist dietary requirements, accessibility needs, and cultural consideration.</li> </ul>

<p><b>Registration</b> (may be required)</p>	<ul style="list-style-type: none"> <li>• Support the Registration Manager as required including the possible following duties:             <ul style="list-style-type: none"> <li>○ Preparation of insurance and indemnity documentation.</li> <li>○ Uploading information to database software such as Tessitura and Vernon.</li> <li>○ Schedule artwork deliveries and pick-ups from venues.</li> <li>○ Check loan and installation requirements are met during installation and when the exhibition is open to the public.</li> <li>○ Assist in unpacking / packing of works and making sure condition reports are thorough and filed correctly.</li> <li>○ Ensure any incidents or near misses are properly reported.</li> </ul> </li> </ul>
<p><b>Events and Performance</b> (may be required)</p>	<ul style="list-style-type: none"> <li>• Support the Producer (Programs) in the planning and delivery of the Biennale program across all sites.</li> <li>• Coordinate and deliver logistics on public programs including schedules, travel, set up of spaces, etc.</li> <li>• Liaise with public program participants regarding event requirements.</li> <li>• Support FOH and Volunteer team leaders in activating audience engagement and ensuring they are accurately briefed on the program schedule and content.</li> </ul>
<p><b>Work, Health and Safety (WHS)</b></p>	<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>
<p><b>Key Performance Indicators</b></p>	<ul style="list-style-type: none"> <li>• Exhibition planning is undertaken effectively &amp; efficiently, and all exhibition deadlines are met.</li> <li>• Exhibition sites are well presented to accommodate all visitors. Developed and maintained excellent collaborative relationships both internally and externally.</li> </ul>