

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 addressing the selection criteria must be received by **5pm on Wednesday, 15 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

Subject line: Application | **White Bay Power Station Production Manager**

ROLE STATEMENT

Position Title: White Bay Power Station Production Manager

Department: Production

Remuneration: \$100,000 Plus Superannuation pro rata

Reporting to: Head of Production

Contract term: Full time fixed term contract position until 31 July 2026 (with the possibility of extension)

POSITION DESCRIPTION

The White Bay Power Station (WBPS) Production Manager for the 25th edition of the Biennale will focus on the Biennale's main site at White Bay Power Station, while providing consultation and advice across other Biennale sites as required.

Reporting to the Head of Production, the WBPS Production Manager is a key leadership position within the Production team, taking the lead on planning, coordinating, designing, producing, operating, maintaining and de-installing the Biennale of Sydney at White Bay Power Station, including the exhibition of contemporary art and robust events program. The role requires close collaboration with the Artistic Director, Production team, Festival crew, and Placemaking NSW.

The position is a full-time, reporting to the Head of Production and responsible to the Chief Executive Officer. A detailed schedule outlining the phases of work will be provided in the employment contract.

See over for Duties and Responsibilities.

DUTIES AND RESPONSIBILITIES

Initial Exhibition Planning (2025)	• Provide technical advice and expertise to the Head of Production and Artistic Director to assist with the planning and technical viability of proposed artist installations and projects. • Assist Head of Production in providing quotes on construction, labour and installation costs for project budgets.
Staff and Contractors	• Recruit, train, roster and manage the team of casual technical and install/de-installation staff. • Roster staff in an effective and efficient manner. • Check timesheets and ensure they are submitted on time to the Head of Production.
Production	• Work with Head of Production to allocate appropriate levels of labour to suit artists' projects. • Ensure timesheets are signed off and submitted to the Head of Corporate Services. • Work closely with AV Coordinator to source AV equipment and provide the best technical solutions for artists' projects. • Source building materials, tools and other plant and equipment required for the de-installation. • Source and hire access equipment/forklifts and other plant equipment required for the de-installation of artworks. • Supervise the setting up of a temporary workshop for the Biennale managed sites with appropriate tools and equipment to provide Biennale the capability to build components of exhibition structures such as plinths, vitrines and temporary walls. • Produce and update technical information sheets for artists' project.
Administration	• Compile and maintain an inventory of tools and equipment purchased for installation of artworks. • Compile and maintain an inventory of tools and equipment stored at venues between exhibitions. • Produce schedules (with Senior Registrar and Production team members). • Produce adequate documentation to brief crew and project managers on the nature of installation. • Produce or commission operational and site-specific documentation as required by governing bodies including but not limited to Operational Management plans, Safety plans, Security plans, Noise Management plans and other documents of this nature.
Communication	• Well-developed communication and negotiation skills in relation to liaising with a wide range of internal and external contacts. • Good, clear communication skills both oral and written.
Stakeholder Management	• Build and maintain collaborative relationships with key internal stakeholders including the Production team members (Head of Production, Producer, Senior Registrar, Production Coordinator, Exhibition Manager, AV Manager, Exhibition Coordinators), and department heads across the organisation. • Coordinate closely with the Senior Registrar on exhibition build schedules, artwork deliveries, environmental conditions, and installation timelines to ensure successful exhibition outcomes. • Liaise with venue management (Placemaking NSW) at White Bay Power Station and other Biennale sites regarding site access, facilities management, building constraints, and operational requirements. • Work with artists and their representatives to understand creative vision and technical requirements, providing expert guidance on feasibility and solutions.

	• Manage relationships with external contractors and suppliers including builders, equipment hire companies, specialist fabricators, and technical service providers to ensure quality service delivery. • Communicate proactively with the Head of Production and Artistic Director on project progress, technical challenges, budget implications, and risk factors. • Engage with statutory authorities and governing bodies for permits, approvals, and compliance requirements related to site operations and safety. • Foster cross-departmental collaboration with teams including Visitor Services, Corporate Services, Communications and Development to ensure integrated exhibition delivery.
Work Health and Safety	• Ensure that the Biennale meets its duty of care to production and front-of-house staff, contractors, volunteers, works of art and the visiting public. • Assist in the preparation of plans and Work Health and Safety (WHS) documentation for the submission of development applications, insurance and other statutory authority requirements. • Produce and update WHS documentation including but not limited to Risk assessments & Installation Management Plans for individual artworks. • Participate as required in WHS Committee meetings.
Key Performance Indicators	• Successful delivery of the Biennale at its major non-museum festival hub. • Identifiable hazards and risks are identified and eliminated. • Incident-free installation and de-installation periods for staff and contractors. • Installation, day-to-day operations of Biennale and de-installation are on schedule and on budget. • Production of Biennale is of a high-standard and regarded as such nationally and internationally.