

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.

ROLE STATEMENT

Position Title: White Bay Production Manager

Department: Production

Remuneration: \$100,000 Plus Superannuation

Reporting to: Head of Production

Contract term: Part time leading to full-time fixed-term contract position until 31 July 2026 (with the possibility of extension)

POSITION DESCRIPTION

The Production Manager role for the 25th edition of the Biennale will have a major focus on the Biennale's main site at White Bay Power Station but will also be expected to consult and advise across other sites from time to time. The role will be a part time in 2025 leading towards a fulltime role at the end of 2025, moving to full time for the first portion of 2026. The Production Manager will also be required for the deinstallation phase of the exhibition in June 2026. A detailed schedule of work will be devised and listed in the contract.

The Production manager is a key role in the leadership of the Production team and as such will be the lead in design and research for artist projects and new commissions. They will be required to work closely with the Production Coordinator and mentor and guide them as they work. Another key relationship will be with the Registrar, and coordination with them around exhibition build schedules, deliveries of artworks and general environmental conditions will determine the successful outcome of the exhibition.

See over for Selection Criteria and Duties and Responsibilities.

SELECTION CRITERIA

Essential Criteria

Technical Production Expertise	• Demonstrated experience in large-scale exhibition production and event management, preferably in contemporary arts or cultural institutions • Proven ability to provide technical advice on the viability of complex artist installations and projects • Strong technical knowledge of construction methods, materials, and temporary structures for exhibition spaces • Experience working in heritage or challenging venue environments with building constraints
Project and Site Management	• Extensive experience managing all phases of production from planning through to de-installation at a major venue or festival site • Proven ability to independently lead production operations at a primary site while maintaining oversight of broader organisational needs • Experience coordinating complex installation schedules, artwork deliveries, and environmental conditions • Demonstrated capability to work effectively with venue management and facility coordinators on site access, operational requirements, and compliance
Budget and Resource Management	• Strong experience preparing production quotes and managing budgets for construction, labour, and installation costs • Proven ability to source and procure building materials, tools, plant equipment, and technical resources • Experience managing equipment inventories and maintaining records of assets • Demonstrated capacity to deliver projects on schedule and within budget
Staff and Contractor Leadership	• Proven experience recruiting, training, rostering, and managing casual technical and installation teams • Strong leadership skills with the ability to supervise and coordinate crew across installation and de-installation periods • Experience managing timesheets, payroll processes, and administrative requirements for casual staff • Ability to establish and maintain a temporary workshop with appropriate tools and equipment
Stakeholder Management and Collaboration	• Excellent communication and negotiation skills for liaising with diverse internal and external stakeholders • Demonstrated ability to work collaboratively with artists and their representatives to understand creative vision and provide technical solutions • Experience coordinating with registrars, curators, artistic directors, and cross-departmental teams • Proven capability in managing relationships with external contractors, suppliers, builders, and technical service providers • Experience working with government bodies, statutory authorities, and venue management organisations

Work Health and Safety Compliance	• Thorough knowledge of WHS legislation, standards, and best practices in exhibition and event environments • Demonstrated experience preparing risk assessments, installation management plans, and safety documentation • Ability to produce operational plans, safety plans, security plans, and other compliance documentation required by governing bodies • Proven track record of incident-free installation and de-installation periods • Experience conducting WHS inductions for contractors, venue staff, and volunteers
Audio-Visual and Technical Systems	• Working knowledge of contemporary audio-visual equipment and technical requirements for artist projects • Experience collaborating with AV specialists to source equipment and develop technical solutions • Understanding of lighting, sound, projection, and multimedia systems in exhibition contexts
Documentation and Communication	• Strong written and verbal communication skills with the ability to produce clear technical documentation • Experience preparing technical information sheets, installation schedules, and briefing materials • Ability to produce reports, presentations, and operational documentation as required • Proven ability to maintain accurate records and inventories

Desirable Criteria

Industry Experience and Networks	• Experience working on international contemporary art exhibitions or biennales • Established relationships with technical suppliers, contractors, and fabricators in Sydney • Knowledge of Placemaking NSW operations or experience working with government venue managers • Familiarity with White Bay Power Station or similar industrial heritage sites
Specialised Skills	• Proficiency in CAD software or 3D modelling programs for exhibition layouts and construction drawings • Experience with heritage building requirements and conservation principles • Knowledge of development application processes and statutory approval requirements • Understanding of contemporary art practices and installation methodologies
Professional Attributes	• Commitment to collaborative and respectful workplace culture • Alignment with diversity, equity, and inclusion values • Initiative and autonomous problem-solving abilities with good judgment about when to escalate issues • Flexibility and adaptability in a fast-paced, deadline-driven environment • Passion for contemporary art and commitment to delivering world-class exhibitions

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
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' projects
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.
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 Registration Manager) • 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
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 non-museum venue • 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