

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 an agile, 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 marked 'Confidential' in the subject line of the email and addressing the selection criteria must be received by 5pm, Friday 28 November.

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 | Volunteer Coordinator

***Only applications sent to the above employment@ email address will be considered.
Applications that do not address the selection criteria will not be considered.***

ROLE STATEMENT

Position Title: Events Manager

Department: Development

Reporting to: Head of Development

Remuneration: \$85,000-\$100,000 Plus Superannuation

Contract term: Full time fixed term contract position until 30 June 2026

POSITION DESCRIPTION

The Events Manager is responsible for planning, coordinating, and delivering a range of Biennale of Sydney events across its exhibition and program calendar March – June 2026. This includes the delivery of artist activations, major events, stakeholder and fundraising events, and corporate venue hire activity at White Bay Power Station. Working closely with the Development team, Production team, Commercial team and Biennale's catering and events partners, this role ensures that all events are delivered to a high standard, safely, on time, and within budget.

The Events Manager will be the key on-site contact for corporate venue hire clients and internal events, ensuring smooth delivery from bump-in to bump-out, and strong communication between internal teams and external partners.

The position reports to Head of Development

See over for Duties and Responsibilities.

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	• Demonstrated experience delivering a range of events, including public programs, openings, donor functions, and corporate hire. • Proven capability in onsite event operations, logistics coordination, and bump-in/out management. • Strong organisational skills with the ability to prepare accurate run sheets, schedules, and risk documentation. • Effective stakeholder management, including liaison with internal teams, clients, suppliers, and partners. • Sound understanding of WHS legislation and demonstrated experience maintaining safe event environments. • Ability to support budgeting processes, quoting, and expenditure tracking. • Strong communication skills with the capacity to provide clear briefings and post-event reporting. •
Desirable Criteria	• Knowledge and /or demonstrated interest in the arts sector.

DUTIES AND RESPONSIBILITIES

Event Management and Delivery	• Support the planning and delivery of all Biennale events, including: ◦ Select Performance and Public Activations constituting official works of the 25th Biennale of Sydney ◦ Select major events as part of the Biennale of Sydney Public Program ◦ Corporate venue hire events (approximately 1–2 per week) ◦ Opening Night and Closing Night events ◦ Stakeholder, donor, and fundraising events ◦ Select Art After Dark programming ◦ Weekend markets and community activations • Act as on-site liaison for the above listed events from March-June 2026, overseeing logistics, access, bump-in/out, site safety, and client experience. • Ensure each event has a comprehensive run sheet, risk assessment, and staffing plan. • Liaise with suppliers, contractors, and catering partner Cook + Waiter to ensure seamless delivery and high production standards. • Support the completion and submission of DNSW paperwork for events at White Bay Power Station. • Maintain clear communication across Production, Development, and Commercial teams regarding event schedules, operational requirements, and client needs. • Coordinate weekend markets and Art After Dark event logistics, including bump-in/out management and site supervision
Operational and Financial Management	• Support Producer and Head of Development with event budgeting, quoting, and tracking expenditure to ensure delivery within approved budgets. • Manage venue hire logistics, ensuring smooth turnaround between events and exhibition operations. • Maintain accurate event documentation, including schedules, floorplans, WHS records, and client communications. • Contribute to ongoing review and improvement of Biennale's event management systems and operational processes.
WHS and Administrative duties	• Ensure all events are delivered in accordance with WHS legislation, policies, and best practice. • Embed WHS and risk management in daily decision-making and event planning. • Conduct site inductions for contractors, suppliers, and clients as required. • Participate in regular site inspections, equipment checks, and WHS audits. • Report incidents or near misses promptly and contribute to continuous improvement in safety practices.
Team and Stakeholder Liaison	• Foster strong communication and collaboration between Production, Commercial and Development teams • Support the Development team in donor and partner event delivery, ensuring a high level of guest experience and professionalism. • Maintain strong working relationships with venue clients, catering partners and other external partners. • Provide briefings and post-event reports as required.