biennaleofsydney

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 is home to a collaborative, respectful and values-driven team, united by a shared belief that contemporary art should be accessible to everyone. Together, we deliver one of the world's leading contemporary art events while fostering an inclusive workplace where different perspectives, experiences and ideas are welcomed and valued.

We actively encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, LGBTQIA+ people, people with disability, and people with diverse lived experiences.

We are committed to making reasonable adjustments throughout the recruitment process and in the workplace to ensure an accessible and supportive experience. If you have support or access requirements, please let us know in your application or by contacting the nominated person in the advertisement.

BENEFITS AT THE BIENNALE OF SYDNEY

Alongside meaningful work, we offer a range of benefits designed to support your wellbeing, professional growth and work-life balance, such as:

- **End-of-year paid office closure**. Take a well-earned break over the festive period without using your annual leave.
- **Hybrid working that actually works.** When not in festival delivery phase, two company-wide office days (Tuesday and Thursday), one team day agreed with your manager, and the rest of the week you can work from wherever you're most productive, except during the festival delivery phase, where you may be required to work your contracted hours on-site on weekends and evenings.
- **Meaningful work**. Help create free, world-class contemporary art experiences that inspire hundreds of thousands of visitors.
- **An incredible international network**. Build relationships with leading artists, curators, cultural organisations and creative partners from around the world.
- **Professional development**. We invest in your growth through learning opportunities, mentoring, industry events and staff development initiatives.

- **Access to art and culture**. Enjoy complimentary tickets to Biennale events and exclusive opportunities through our network of cultural partners.
- **Salary packaging**. Maximise your take-home pay through not-for-profit salary packaging.
- **A genuinely supportive team**. Join a collaborative workplace where your ideas are valued and you'll be supported to do your best work.
- **Be part of something extraordinary**. Join the team behind one of the world's leading contemporary art events.

APPLYING FOR THE ROLE

Applications marked ‘Confidential’ in the subject line of the email and addressing the selection criteria must be received by 5:00pm on Friday 13 November 2026.

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 | Producer of Public Programs

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

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ROLE STATEMENT

Position Title:	**Producer**
Department:	Production
Reporting to:	Head of Production and Festival Delivery
Direct Reports:	Assistant Producer
Collaborate with:	Artistic Director, Marketing and Communications, Development, Visitor Services and external partners
Salary:	$100,000 per annum plus superannuation
Contract term:	Full-time ongoing

POSITION DESCRIPTION

The Producer is responsible for planning, coordinating, producing and delivering the Biennale of Sydney's public programs, ensuring a diverse, engaging and high-quality program that complements and extends the exhibition's artistic vision.

Working closely with the Artistic Director, curatorial team and Head of Production and Festival Delivery, the Producer translates creative concepts into practical, accessible, safe and financially responsible events. The role oversees artist and presenter liaison, venues, schedules, budgets, contracts, technical requirements, staffing, audience access and event delivery.

The Producer creates meaningful opportunities for audiences to engage with contemporary art, artists, ideas and communities, ensuring programs are delivered safely, efficiently and in line with organisational objectives and compliance requirements.

SELECTION CRITERIA

- Demonstrated experience producing and delivering safe, accessible and financially sustainable public programs, festivals, cultural events, performances or comparable live events, including an understanding of First Nations perspectives and cultural protocols.
- Strong project and event management skills, with the ability to coordinate complex logistics, schedules, venues, ticketing, staffing, volunteers and risk requirements across multiple concurrent activities, delivering on time and within budget while responding effectively to change.
- Demonstrated financial, administrative and reporting capability, including budget development and monitoring, accurate documentation, use of CRM and project-management systems, and evaluation of program outcomes and audience engagement.
- Excellent stakeholder management and communication skills, including building partnerships and working collaboratively with artists, schools, communities, venue partners and internal teams; experience negotiating and managing agreements and contracts.
- Demonstrated leadership and people-management skills, including the ability to supervise, mentor and support staff, educators, volunteers and interns in a safe, inclusive and values-led environment.
- Understanding of event production, including venue operations, technical requirements, logistics, accessibility, risk management and work health and safety.
- Willingness and availability to work flexible hours, including evenings and weekends, during key program delivery periods.

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DUTIES AND RESPONSIBILITIES

Public Program Planning and Production	• Work with the Artistic Director, curatorial and production teams, and venue partners to translate the creative vision into achievable production plans and program outcomes. • Coordinate end-to-end production of public programs, including performances, talks, artist conversations, workshops, screenings, tours and other audience activities; assist with private viewings and other events as required. • Develop and deliver accessible programs and resources, including activities with and for people with disability, and build relationships with schools to support bookings for exhibitions, workshops and online engagement. • Develop and maintain production schedules, event briefs and run sheets, travel plans, ticketing builds, technical specifications and delivery plans; coordinate venues, artists, equipment, suppliers and other resources. • Manage competing priorities and dependencies across concurrent events, identifying risks and solving production challenges in a timely, practical way. • Work with Marketing and Communications team to develop and implement ticketing approaches for public program events, including major ticketed events such as Opening Night. • Contribute to the organisation's vision and strategy and model its mission and values through collaborative, respectful and inclusive practice. • Supervise, mentor and support the Assistant Producer and other junior team members, encouraging their development and fostering a collaborative team environment.
Artist, Presenter and Stakeholder Management	• Act as the primary production contact for artists, speakers, facilitators, performers, moderators and other program contributors, coordinating contracts, fees, travel, accommodation, access, hospitality and technical requirements. • Build and maintain constructive relationships with artists, venue operators, suppliers, technical providers, schools, community organisations, cultural institutions and other partners. • Work with Marketing and Communications to coordinate timely collection of biographies, images, presentation materials, permissions and other content required for program delivery and promotion. • Work with the Head of Production and Festival Delivery to recruit and manage educators, as required. • Coordinate volunteer and intern support for programs, and work with Front of House and Volunteer team leaders to ensure teams are appropriately briefed on program content, schedules and audience engagement.
Budget and Resource Management	• Work with the Head of Production and Festival Delivery to develop, monitor and report on public program budgets, ensuring expenditure remains within approved allocations. • In collaboration with the Head of Production and Festival Delivery and Head of Communications, develop event-level ticketing models and revenue forecasts that support a financially sustainable public program.

	• Prepare cost estimates, obtain quotations and manage purchase orders, invoices, contracts and financial documentation in accordance with organisational procedures. • Monitor committed and actual expenditure, identify budget risks and variances, and recommend or implement corrective action within delegated authority. • Allocate resources effectively and identify efficiencies and cost-effective approaches without compromising artistic outcomes, accessibility, quality or safety. • Maintain accurate program contacts in Tessitura and keep project-management systems, schedules, budgets, milestones and delivery documentation up to date. • Contribute to funding acquittals, partner reporting and other operational reports, and work with the Head of Production and Festival Delivery to maintain appropriate staff and volunteer rosters.
Event Delivery and On-Site Management	• Coordinate on-site delivery of public program events, including bump-in, rehearsals, setup, live delivery and bump-out. • Prepare event documentation, staffing plans, briefings and contingency arrangements, and coordinate staff, casual personnel, volunteers, contractors and technical teams as required. • Lead on-site delivery to ensure events run safely and to schedule, provide a positive experience for artists, presenters, partners and audiences, and respond effectively to last-minute changes or operational issues. • Coordinate clear handovers and communication with Front of House and other teams responsible for audience-facing operations. • Travel between Biennale venues and work outside standard business hours, including evenings and weekends, as required by the program.
Risk, Safety, Accessibility and Compliance	• Identify and manage production risks and maintain risk assessments, event plans, emergency procedures and other required compliance documentation. • Ensure the safety of yourself and the teams you lead by following venue inductions, PPE requirements, workplace safety procedures and other applicable WHS requirements. • Coordinate appropriate technical, safety, security and specialist support, and work with internal teams and external providers to support accessible and inclusive participation. • Escalate significant risks, incidents, budget pressures and delivery issues promptly to the Head of Production and Festival Delivery. • Comply with organisational policies, procedures and applicable legislation, and demonstrate the Biennale's values through professional conduct, sound decision-making and respectful collaboration. • Work with colleagues and management to identify and minimise psychosocial risks and support a safe, respectful and mentally healthy workplace.
Marketing, Communications and Audience Engagement	• Work with Marketing and Communications to provide accurate and timely program information, event descriptions, schedules, images, biographies and other promotional content. • Coordinate production deadlines for program announcements, ticketing releases, website updates and audience communications, ensuring

	capacities, formats, access requirements and operational details are accurate. • Support collection of attendance data and audience feedback, and use insights to improve participation, accessibility and the overall program experience.
Key Performance Indicators	• Deliver the approved public program to agreed schedules, budgets, production standards and safety requirements. • Maintain complete, accurate and timely production documentation, risk assessments, financial records and project-management information. • Build and maintain positive, collaborative working relationships with artists, schools, community groups, venue partners, suppliers, audiences and colleagues across the Biennale. • Achieve agreed attendance, participation and paid-program ticketing objectives, and manage resources and risks effectively. • Deliver artist lists, invitations and agreements in line with Artistic Director contract milestones, with all artist agreements executed by 15 September 2027. • Ensure invited artist projects have documented budget envelopes and are scoped, approved and finalised within allocated budgets by 15 July 2027; do not make commitments without appropriate budget approval and cost sign-off. • Identify, report and manage project budget variances within the month they arise, and complete timely post-event reporting, evaluation and recommendations for future improvement.
Personal and professional Development provided by BoS	• Complete Monday.com training and relevant accreditation to strengthen project-management and workflow coordination skills. • Complete cultural awareness training to support culturally safe engagement with Aboriginal and Torres Strait Islander artists, communities, colleagues and stakeholders, and deepen understanding of cultural protocols and Indigenous perspectives. • Participate in relevant professional development, conferences and workshops, subject to approval, to build skills and knowledge in public program production, artist liaison and project management.