



APPLICATION KIT

FREMANTLE BIENNALE
Creative Producer (Community Engagement)

About the Fremantle Biennale

The Fremantle Biennale is a biennial festival of site-responsive contemporary art. Our largely free program presents artworks from Australia and the world, in a festival that reveals and celebrates the cultural, social and historical distinctiveness of the Walyalup (Fremantle) region.

Founded in 2017, the Fremantle Biennale collaborates with artists to commission remarkable and experimental site-responsive contemporary art, across arts forms and practices. We facilitate and create opportunities, connections and transformative experiences between artists, audiences and place.

The Fremantle Biennale calls home the unceded lands and waters of the Whadjuk people of the Noongar nation. We acknowledge and respect the living culture and connection of the Whadjuk people as the traditional owners of the greater Walyalup (Fremantle) area. We are grateful for their sharing of knowledge so we can move through their Country with awareness and form collaborations that are ethical and rightful. We acknowledge elders past, present and emerging, and respect the living culture and heritage of all Aboriginal and Torres Strait Islander peoples.

The Fremantle Biennale is held every two years in the Nyoongar season of Kambarang (November). The next Fremantle Biennale will take place from 14 – 30 November 2025.

Alongside our core festival program, the Fremantle Biennale also presents touring projects across WA, nationally and internationally, including the [First Lights](#) project. Uniting all our programming is the Fremantle Biennale's vision to reimagine and transform our relationships to place through contemporary culture.

The Fremantle Biennale is a not-for profit entity with ACNC charity status led by a team of artists, producers and curators, who are supported by a Board of Directors, a Whadjuk Cultural Advisory Group, and an Advisory Curatorial Committee of national standing.

For more information, please visit www.fremantlebiennale.com.au

Our Values

Responsive

- We centre the visions and ideas of artists, supporting them to create ambitious and meaningful work across artforms, places, communities, and cultures.
- Our organisation is a leading voice in the creation and re-imagining of contemporary culture, responding to the important ideas of our time.

Connection

- We believe the voices, wisdom, cultural knowledge, and leadership of First Nation people is needed now, more than ever. We are guided by First Nation elders, communities, and artists, and engage in the on-going process of connecting, listening, dialogue and care of place.
- Our organisation grows and connects a dynamic collective of artists, communities, organisations, partners, and audiences.
- We create new understandings, learnings and exchanges between people and place through art and culture making.

Inclusive

- Our programming reflects the diverse cultural, social, geographic, and lived experiences of Australia. Our organisation centres on-going learning and adaptability across access, cultural diversity, and inclusivity to ensure our communities are represented in, invited to, and can participate in our program.

Caring

- We create environments that are safe for our artists, participants, audiences, and staff. Our interactions are centred on trust, respect, equity, and collaboration, with priority given to creating culturally safe, accessible, sustainable, and nurturing conditions.

About the Role

The Creative Producer (Community Engagement) is an exciting new position within the Fremantle Biennale. The role will bring experience, expertise and organisational skills to the operations and delivery of key events, projects and initiatives for the Fremantle Biennale's artistic program.

The primary purpose of this role will be to take responsibility and the creative lead on key presentations with the 2025 festival program and future touring program, including artist-led projects, residencies and creative developments, that require engagement with diverse stakeholders, partners and community groups.

The Creative Producer (Community Engagement) works closely with and reports to the Program Director.

The successful applicant will be a collaborative problem solver, with experience delivering site-specific or multi-art form events within festival or arts contexts to an exceptional standard. The successful candidate will have the ability to:

- Manage, administer and successfully deliver multi-art form programs and events in a festival (or similar arts) context.
- Have excellent interpersonal and communication skills, and the confidence and experience to engage with artists, audiences, community and key stakeholders.
- Maintain high-level planning and reporting, including schedules and budgeting.
- Demonstrate experience in high level organisational, logistics and problem solving.
- Flexibility to work weekends and evenings during the Fremantle Biennale festival period (13 – 30 November 2025).

The Fremantle Biennale is recruiting for one Creative Producer position.

Application Process

In your application please provide:

- A Cover Letter that addresses the experience and skills required for the role (no more than two pages in length); OR a video application that addresses the experience and skills required for the role.
- A current Resume OR link to your updated LinkedIn profile.
- Contact details for two professional referees (no more than two pages in length)

Applications close Monday 21 April 2025

Please email your application to katherine@fremantlebiennale.com.au with “Fremantle Biennale Creative Producer” in the subject heading before the application closing date and time.

Questions regarding the application process or position can be directed to the Fremantle Biennale Program Director, Katherine Wilkinson katherine@fremantlebiennale.com.au.

Selection Process

Shortlisted applicants may be asked to take part in an interview in the week of Monday 28 April 2025. Interviews will be conducted in person or online (as required).

Contract Details

The start date for the position is negotiable with the ideal starting time being in May or June 2025. This is open to negotiation with the successful candidate.

Salary: Full time equivalent of \$85,000 per annum plus Superannuation contributions.

Contract Period: 7 - 8-month fixed term contract, with the option to renew subject to funding outcomes.

Working Hours: Part-time (0.6 – 0.8 FTE).

The Fremantle Biennale supports flexible working practices, including hybrid arrangements. The working hours will be finalised in discussion with the selected candidate.

Working Location: The role is based at the Fremantle Biennale office, 8A Cantonment Street, Fremantle, and other locations in Fremantle. Additional locations include regional locations throughout WA for delivery of the touring program.

Reports to: Program Director

Liaises with: Artistic Director/CEO, Production Manager, Creative Learning Producer, Communications Coordinator.

Position Description

Position	Creative Producer (Community Engagement)
Reports to	Program Director
Direct Reports	Casual Event Staff
Works with	Artistic Director/CEO, Production Manager, Creative Learning Producer, Communications Coordinator, Casual Event Staff.

Key Duties:

Project Management

- Research, manage and administrate the successful delivery of a program of artistic projects and events, as determined by the Program Director.
- Coordinate community engagement requirements for the Fremantle Biennale artistic program and events, in consultation with the Program Director and Artistic Director.
- Coordinate the access program, creative lab and residencies program, in collaboration with the Program Director.
- Liaise with artists, organisational partners, and key stakeholders to develop and deliver the assigned program of artistic projects and events.
- Manage project staff and external contractors/stakeholders, as required.
- Provide advice on timeline, financial and production requirements to deliver the artistic program.

Communications & Marketing

- Liaise with Fremantle Biennale staff to ensure clear communication and integrated delivery of events.
- Liaise with artists, companies, stakeholders, partners, sponsors, in a highly professional manner at all times, to ensure the smooth delivery of events.
- Represent the Fremantle Biennale in the community and build strong networks and manage relationships with key event and community stakeholders.
- Support the Fremantle Biennale communications staff and external PR contractors in the delivery of publicity and promotional material and activities, ensuring all communications and collateral reflect key artistic intentions of the event/s.

Reporting & Administration

- Prepare and coordinate event and technical schedules, reports and documentation, with support of the Program Director.
- Prepare contracts for event/s artists, participants, and contractors, liaising with the Program Director for the preparation of contracts and agreements.
- Forecast and prepare cost effective budgets, with support of the Program Director.

- Coordinate artist and staff travel logistics, including flights, accommodation, catering and ground transport.
- Monitor budget and expenditure of the event/s, within Fremantle Biennale policies and guidelines, ensuring projects are delivered on time and within the allocated resources.
- Contribute to technical, risk management and health and safety planning for each project and event.
- Provide a detailed report at the end of each event; attend and participate in planning and debrief sessions, as required.
- Collate and deliver on relevant reporting requirements at the conclusion of each event, as detailed by the Program Director.

People and Culture

- Support the Fremantle Biennale aims and objectives.
- Contribute to a sustainable, well managed and well governed organization.
- Contribute to robust systems, oversee health and safety of all staff, and work to identify hazards, assess risks and make changes where necessary.
- Contribute to internal coordination to make best use of resources and ensure a happy and safe work environment.

Other

- Attend programming meetings (in-person, via zoom), as required.
- Travel for scoping and delivery (subject to discussion and approval).
- Undertake any other duties assigned by the Program Director, which might be deemed within the scope of the role, and as suited to the candidates experience.
- Oversee the day-to-day workflow of administration, communications and development personnel and foster a positive, collaborative workplace culture.
- Promote and support diversity throughout all levels of the Company's operations.

General responsibilities

- Contribute to the development and review of policies and procedures and comply with requirements.
- Exercise a duty of care by working in a safe and efficient manner, having regard to own safety and that of others.
- Ability and willingness to work out of business hours during projects and performance seasons.
- Actively promote and support the Company in the community.

Contribute to a value bases organisation

- Support the Company's aims and objectives.
- Contribute to a sustainable, well-managed and well-governed organisation.

- Contribute to the Company's engagement with First Nations communities and artists.
- Contribute to robust systems to support audiences and stakeholder engagement.
- Contribute to internal coordination to make best use of resources and ensure a happy and safe work environment.
- Ensure adequate documentation of the functions, including providing an employee report on completion of the functions that sets out the status of the functions.

Experience

- Previous experience (5+ years) working in a similar role or within a festival or multi-arts form context.

Skills

- Manage, administer and successfully deliver multi-art form programs and events in a festival (or similar arts) context, to an exceptional standard.
- Have excellent interpersonal and communication skills, and the confidence and experience to engage and collaborate with artists, audiences, community and key stakeholders.
- Maintain high-level planning and reporting, including schedules and budgeting.
- Demonstrate experience in high level organisational, logistics and problem solving.
- Flexibility to work weekends and evenings during the Fremantle Biennale festival period (13 – 30 November 2025).