

POSITION DESCRIPTION

Position Title: Public Programs Coordinator

Position type: 1 year full time contract

Commencement date: May 2022

Salary range: \$58,000 - \$65,279.51 + 10% superannuation

ABOUT 4A

4A Centre for Contemporary Asian Art (4A) is an independent not-for-profit organisation based in Sydney, Australia. 4A fosters excellence and innovation in contemporary culture through the commissioning, presentation, documentation and research of contemporary art. Our program is presented throughout Australia and Asia, where we ensure that contemporary art plays a central role in understanding and developing the dynamic relationship between Australia and the wider Asian region. 4A's activities facilitate cultural dialogue between Australia and Asia in the belief that Asian cultural thinking significantly shapes the world today and will have an important impact on the future. In Australia we showcase stories, present a multiplicity of perspectives, and explore contemporary concerns and ideas that influence how we, as a nation, engage with Asia. We have a particular focus on art that addresses Asian-Australian experiences and the contributions that diverse Asian migration has made and continues to make in shaping Australia. 4A's focus in Asia is to promote the breadth of Australian artistic talent, seeking to build an image of Australia that is open, progressive and fundamentally connected with our Asian neighbours.

4A has been a leader in Asian contemporary art in Australia since 1996. In the decades since, we have established a highly respected reputation among artists and audiences, and within an expanding network of international art institution peers. Our long history and ongoing work across Asia is recognised as having raised awareness of Asian-Australian art and culture and we continue to celebrate Australia's diverse cultural heritage and growing links throughout the wider Asian region.

ROLE OVERVIEW

Reporting to the Artistic Director/CEO, this position is responsible for the co-design and delivery of public programs (community outreach, talks, tours, workshops,

education activities, etc) that provide access by a broad audience to 4A's exhibitions and other projects.

CANDIDATE PROFILE

The Public Programs Coordinator will have a passion for community engagement and delivering programs that provide access to contemporary art to a broad audience. The candidate will have good administration and project management skills and a high attention to detail. They will possess a collaborative work style, and communication and interpersonal skills that can be adapted to a range of audience needs.

They will also understand the vital role that 4A plays within the local, national and international context, and the position that 4A's programs play in inspiring conversation and debate about Australia's relationship with Asia. They will be able to work with their colleagues and partners to leverage 4A's mission to grow audiences and engagement in Asian Australian contemporary art.

SELECTION CRITERIA

The ideal candidate will demonstrate ability and/or expertise in the following areas:

- 1. Administration and operations** – A competent arts administrator, the candidate will have relevant skills and experience in community cultural development, production and project coordination. Knowledge of, or interest in, arts education, audience development and interdisciplinary programming is desirable.
- 2. Customer service and communications** – The candidate will have excellent customer service skills and the demonstrated ability to communicate effectively across email, phone, face-to-face and online, with a commitment to accessibility and inclusivity. Proficiency (at any level) of language/s other than English, particularly Asian languages, is desirable.
- 3. Engagement with contemporary art** – The candidate will be an engaged member of the Australian contemporary art community and/or have a demonstrated knowledge of the key national and global conversations and debates surrounding contemporary art. Knowledge of and familiarity with discourses in contemporary Asian art are desirable.
- 3. Teamwork and collaboration** – The candidate will have the demonstrated ability to be proactive in a small team environment, work independently and collaborate effectively with colleagues and external stakeholders to achieve organisational and project goals and objectives.

5. Desirable selection criteria – Knowledge of K-12 curriculum for creative arts and experience designing and delivering programs for children and families. Current Working with Children Check and First Aid Certificate. Current NSW Driver’s Licence.

WORKING RELATIONSHIPS

Position	Public Programs Coordinator
Reporting to	Artistic Director/CEO
Direct Reports	Nil

ROLE RESPONSIBILITIES

Artistic Program	<ul style="list-style-type: none"> ● Coordinate the design, development and delivery of immersive public programs to engage diverse audiences and maximise audience participation in 4A’s artistic program, in collaboration with project curators, artists and partners ● Collaborate across the 4A team to identify audiences and communities for engagement through public programs ● With the General Manager and Artistic Director/CEO, research and develop sustainable sources of income for public programs, including funding and philanthropy, ticketing and fees ● Build partnerships with communities and organisations, including schools, collectives, advocacy groups, local businesses and arts organisations to facilitate the development and delivery of public programs ● Maintain curriculum knowledge for K-12 and integrate this into 4A’s programming ● Coordinate the planning process for delivering public programs to enable evaluation and monitoring quality and stakeholder satisfaction ● Contribute to the 4A curatorium, including but not limited to pitching, developing and producing projects, contributing to programming strategies and managing curatorial processes where required ● Support effective communication with program partners and stakeholders ● Prepare contracts for sign off by the Artistic Director/CEO and General Manager.
Strategy and Finance	<ul style="list-style-type: none"> ● Administration and monitoring of project budgets and expenditure in accordance with 4A’s finance processes ● Contribute to project and grant reporting as required

	<ul style="list-style-type: none"> ● Participate in the review of 4A's Strategic Plan and associated program plans ● Support the production of the Annual Report.
Operations and Compliance	<ul style="list-style-type: none"> ● Support operational tasks as delegated by the Artistic Director/CEO and General Manager ● Assist with administrative tasks, including grant writing, reporting, fundraising, artist and stakeholder liaison, project development, event scheduling, production assistance and general administrative support that accompanies a small arts organisation ● Ensure that sustainable practices and procedures are implemented within the exhibition and public program ● Implement 4A's policies and procedures in day-to-day tasks ● Ensure that occupational health and safety standards are maintained in 4A's exhibition and public program, throughout the gallery and at offsite venues ● Maintain Working With Children checks and other educational/working with young people compliance procedures, keeping updated and monitored in line with state requirements ● Support implementation of risk management plans as required for the exhibition and public program.
Human Resources	<ul style="list-style-type: none"> ● Support mentorship of contractors, interns and volunteers ● Actively contribute to a collaborative and collegiate workplace culture ● Ensure all artists and contractors involved in the delivery of public programs have appropriate Working with Children Checks and First Aid certification.
Development	<ul style="list-style-type: none"> ● Support grant application research and writing, and acquittals to funding bodies and foundations ● Support the development of partnerships that facilitate the delivery of 4A's exhibitions and public programs.
Advocacy and Engagement	<ul style="list-style-type: none"> ● Support the Communications and Engagement Manager to develop program marketing timelines, ticketing and booking systems, produce and assist with editing of press releases, labels, room sheets, website content and other published information as well as the selection and captioning of images ● Support the development and implementation of audience and community engagement strategies to support positive visitation experiences for both new and returning visitors ● Ensure that 4A is perceived as an expert in the field of contemporary Asian art and contemporary Australian art ● Participate in industry panels, meetings and committees

HOW TO APPLY

Applications close Friday 6 May, 5pm (AEST). Late applications will not be accepted.

To enquire about the role, please email 4A's Artistic Director/CEO, Amrit Gill, at amrit.gill@4a.com.au.

Your application should be a single PDF sent to amrit.gill@4a.com.au that includes:

- Cover letter – outlining your interest in and suitability for the role
- Current CV, including two referees and their contact details
- Response to the selection criteria (up to 2 pages)

4A welcomes and encourages applications from people with disability, the LGBTIQ+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds, particularly the Asian diaspora, for this role