



## **POSITION DESCRIPTION**

**Position Title:** Operations Coordinator

**Position type:** 2 year full time contract

**Salary band:** \$61,532.22 - \$65,279.51 + 10.5% 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 General Manager, this position provides administrative and operational support to the 4A team and assists in the management of 4A's venue and front of house operations.

## **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 or experience in venue and/or organisational operations, administration processes, reporting, data collection, IT and project coordination. Knowledge of, or interest in, carbon neutral practices and environmental sustainability 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, particularly Asian languages, is 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 to achieve organisational goals and objectives.

**4. Engagement with contemporary art** – The candidate will have an interest in Asian and/or Australian contemporary art. Knowledge of and familiarity with contemporary art organisations and the arts funding ecology is desirable.

**5. Desirable selection criteria** – Experience in the day-to-day operations of an arts and cultural venue, including building services and front of house. Current Working with Children Check, First Aid Certificate, Responsible Service of Alcohol, and NSW Driver's Licence.

## WORKING RELATIONSHIPS

Position	Operations Coordinator
Reporting to	General Manager
Direct Reports	Nil

## ROLE RESPONSIBILITIES

Strategy and Finance	<ul style="list-style-type: none"><li>● Assist the General Manager with project budget tracking and reporting in accordance with 4A's finance processes and reporting, as required</li><li>● Assist the General Manager with fortnightly payment cycles, as required</li><li>● Participate in the review of 4A's Strategic Plan and associated program plans</li></ul>
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	<ul style="list-style-type: none"> <li>● Support the compilation and production of 4A's Strategic Plans and Annual Reports, under the direction of the Artistic Director/CEO and General Manager.</li> </ul>
Operations and Compliance	<ul style="list-style-type: none"> <li>● Assist with operational and administrative tasks as delegated by the General Manager</li> <li>● Assist the General Manager to manage 4A's legal and administrative obligations, including insurances and compliance reporting</li> <li>● Assist the General Manager to draft and manage contracts, track artist superannuation and fee payments</li> <li>● Track and record 4A's audience and program data</li> <li>● Coordinate front of house operations</li> <li>● Coordinate 4A's file management systems, databases, templates and administrative processes</li> <li>● Assist the General Manager to coordinate 4A's day-to-day building services and operations, including building contractors, security, accessibility, equipment and plant, IT, telecommunication services, waste management, office supplies and workplace health and safety compliance</li> <li>● Coordinate 4A's Carbon Neutral program, including developing and implementing policies and procedures, forward planning, data tracking, partner management and compliance</li> <li>● Support the team to implement sustainable practices and procedures within operations and programs</li> <li>● Implement 4A's policies and procedures in day-to-day tasks and assist with the development of new policies and procedures, as directed by the General Manager.</li> <li>● Support development and implementation of risk management plans, as required for 4A's operations and programs.</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>● Support mentorship of contractors, interns and volunteers.</li> <li>● Assist the General Manager to coordinate staff training.</li> </ul>
Development	<ul style="list-style-type: none"> <li>● Support grant application research and writing, and acquittals to funding bodies and foundations.</li> <li>● Support the development of partnerships to support 4A's operations and programs.</li> </ul>
Advocacy and Engagement	<ul style="list-style-type: none"> <li>● Assist in the development and implementation of audience and community engagement strategies to support positive visitation experiences for both new and returning visitors, as required.</li> <li>● Deliver excellent customer service to visitors to 4A.</li> <li>● Ensure that 4A is perceived as an expert in the field of contemporary Asian art and contemporary Australian art.</li> <li>● Participate in industry panels, meetings and committees.</li> </ul>

## HOW TO APPLY

Applications close Wednesday 7 December 2022, 5pm (AEDT). Late applications will not be accepted.

Interviews will take place in the week beginning 12 December 2022.

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

Your application should be a single PDF sent to [amrit.gill@4a.com.au](mailto:amrit.gill@4a.com.au) that includes:

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

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