



**4A Centre for
Contemporary
Asian Art**

POSITION DESCRIPTION

Position Title: Artistic Director/CEO

Position type: 3 year full time contract

Salary range: \$110,000 negotiable + 10.5% superannuation

ABOUT 4A

4A Centre for Contemporary Asian Art (4A) is an independent not-for-profit organisation based in Sydney's Haymarket. 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. 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

The Artistic Director/CEO plays an active and influential role within Australia's contemporary art sector and leads Australia's engagement with Asia through visual art. The Artistic Director/CEO of 4A will have a passion for and deep knowledge of contemporary Asian and Australian arts and culture. They will be an inspiring leader and an entrepreneurial thinker, with the ability to collaborate and to work independently. In this role they will provide the creative vision and strategic leadership for the organisation. Accountability for the successful running of the

organisation is essential and will require management expertise and financial acumen.

The Artistic Director/CEO reports directly to the Board of the Asian Australian Artists Association Incorporated (4A). This role works in close collaboration with the team and Board to uphold 4A's artistic integrity and develop long term strategies to secure the organisation's sustainable future.

The Artistic Director/CEO will leverage 4A's historical leadership in Australia and continue to build its global networks to extend its impact both nationally and internationally. They have the responsibility to facilitate sustained meaningful public and community engagement and play an active and effective role in sector advocacy. They will have exemplary skills in stakeholder management and the ability to build community relationships locally, nationally, and internationally.

The Artistic Director/CEO oversees a small but dedicated team of professional staff. The Artistic Director/CEO plays an active role in supporting the professional development of the team, facilitating career advancement and exhibits exemplary collaborative leadership.

Critical to the Artistic Director/CEO's success is their ability to approach resource building with inventiveness and clarity of purpose, and through the capacity to fundraise effectively. The Artistic Director/CEO will work with the Board to increase and diversify financial support from individual donors, foundations, sponsors and government funders. As such they will have a confident and thorough approach to financial management and responsibility, and have the ability to manage the budget of a small to medium not for profit arts organisation.

CANDIDATE PROFILE

The Artistic Director/CEO of 4A Centre for Contemporary Asian Art will have a passion for contemporary Asian and Asian Australian art, deep knowledge of the sector and established links within that context. They will be curious about a wide range of Asian art and able to translate their knowledge of it into a program that promotes the breadth of Asian Australian artistic talent, engages audiences and expands understanding of this field in Australia.

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.

The ideal candidate will have at least five (5) years of experience in a management role, with a track record of building collaborative and confident teams to deliver on organisational strategies and goals.

Although not required, proficiency or fluency in one or more Asian languages would enhance this person's ability to communicate across diverse audiences and be effective in the role.

SELECTION CRITERIA

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

1. Understanding and passion for contemporary Asian and Australian art – The candidate will have demonstrated knowledge of the key national and global conversations and debates surrounding contemporary art from the Asian region and diasporas. They will have established networks with its artists, organisations and leaders, and the ability to continue 4A's existing relationships nationally and in the region.

2. Independence and vision – The candidate will have the ability to use their initiative and drive to lead the organisation. They will have at least five (5) years experience in management roles, and be a confident leader who can inspire staff and stakeholders to deliver on their organisational vision. They will be an entrepreneurial and creative thinker capable of steering 4A's expansive and multifaceted artistic programming.

3. Advocacy – The candidate will be a strong communicator with an ability to engage with a variety of stakeholders, including artists, funding bodies, foreign agencies, and corporate and private donors. They will be able to articulate and advocate publicly for 4A and the communities it represents through presentations and writings, and have the confidence to work with the media to raise the profile of 4A and Asian Australian artists.

4. Curatorial expertise and leadership – They will be a recognised leader in the field of contemporary visual arts and will have the aspiration to develop and deliver an artistic program which will continue to lead the discussion of Asian art and culture in Australia. It is expected that they will have held a leadership position in a contemporary art organisation, have ideally five (5) years experience devising, producing and delivering contemporary art projects, and possess tertiary qualifications in a relevant field, and/or publication record.

5. Collaborative partnership development – The candidate will have the capacity to develop partnerships and relationships that fulfil the organisation's mission and further develop 4A's influence nationally and internationally. The candidate will also have experience managing relationships with funding bodies, corporate partners and private donors.

6. Management – They will have experience in strategic planning, financial and project management and will be confident with the management of human and

physical resources that support the sustainability of a small business in tandem with the realisation of an artistic program. They will actively develop a collaborative, collegiate and inclusive workplace culture.

WORKING RELATIONSHIPS

Position	Artistic Director/CEO
Reporting to	Board
Direct Reports	<ul style="list-style-type: none"> ● Business Manager ● Curatorial Program Manager ● Communications and Engagement Manager ● Consultants

ROLE RESPONSIBILITIES

Artistic Program	<ul style="list-style-type: none"> ● Research and develop a world-class program of exhibitions, public programs and projects that complement 4A's mission and Strategic Plan ● Manage and mentor the curatorial team and organisational curatorium that delivers the annual artistic program ● Supervise the production of all artistic projects ● Undertake research that informs the development and delivery of the artistic program ● Lead discussions of contemporary Asian art and culture in Australia ● Identify and develop presenting opportunities for 4A locally, nationally and internationally through strategic partnerships, collaborations and consulting ● Direct and supervise the professional development opportunities delivered annually by 4A ● Maintain and develop networks locally, nationally and internationally to support and profile the work of 4A ● Manage and maintain 4A's archive of artistic work.
Strategy and Finance	<ul style="list-style-type: none"> ● Devise, implement and review 4A's Strategic Plan ● Develop and maintain an annual budget and project budgets in consultation with 4A's Treasurer and Business Manager ● Develop short and long-term financial goals in consultation with 4A's Board and ensure these goals are attainable and achieved ● Review reports prepared by the Financial Consultant and Bookkeeper ● Prepare narrative responses to financial reports ahead of each Board meeting and upon request ● Oversee the production of the Annual Report

	<ul style="list-style-type: none"> ● Supervise the artistic budgets and ensure they are maintained ● Participate in regular finance meetings with the Bookkeeper, Financial Consultant, Business Manager and Treasurer ● Maintain a clear understanding of 4A's financial position and retain responsibility and accountability for the organisation's financial health.
Operations and Compliance	<ul style="list-style-type: none"> ● In consultation with the Board, negotiate leases and licences associated with tenancies, and ensure that the organisation remains compliant with all associated legal agreements ● Develop, review and negotiate contracts and ensure that contractual obligations are met ● Ensure that sustainable practices and procedures are developed throughout the organisation ● Oversee and monitor all creative contracts ● Develop, enforce and update policies and procedures for the management of 4A's creative operations.
Human Resources	<ul style="list-style-type: none"> ● Provide strong and supportive leadership to the team, managing and mentoring staff, contractors, interns and volunteers ● Manage the recruitment of all staff and the negotiation of employment contracts ● Conduct annual performance reviews with direct reports and assist with other performance reviews as required ● Manage staff remuneration in line with the annual budget ● Actively develop a collaborative and collegiate workplace culture ● Support the professional development of all team members.
Development	<ul style="list-style-type: none"> ● Oversee the grant applications and acquittal process to funding bodies and foundations ● Foster and manage excellent working relationships with government agencies, city councils, foundations and international bodies to develop support for 4A ● Identify, develop and retain private and commercial sector support for 4A ● Develop short and long-term fundraising goals and supervise their implementation and realisation ● Build new working relationships and enhance existing ones with respect to program, funding and cultural advocacy ● Represent, present and advocate for 4A's artistic program with all stakeholders ● Manage the development of the artistic component of all funding, development and donor presentations and applications ● Identify and develop collaborative industry partnerships that will benefit 4A's artistic program.

<p>Advocacy and Engagement</p>	<ul style="list-style-type: none"> ● Ensure that 4A is perceived as an expert in the field of contemporary Asian and Australian art a ● Ensure that 4A remains an accessible organisation that supports all types of community engagement ● Maintain excellent relationships with other arts organisations nationally and internationally to ensure 4A's continued leadership in the field ● Develop and maintain relationships with stakeholders including government funding and partners, individual donors and foundations, corporate partners and the media ● Work collaboratively with the wider arts sector and develop networks and relationships with stakeholders locally, nationally and internationally ● Participate in industry panels, meetings and committees ● Develop a visible and active public presence to support 4A's profile both nationally and internationally ● Act as a cultural commentator, writing, presenting and speaking on behalf of 4A to promote 4A's mission ● Support the wider Australian cultural industry through curatorial and strategic advice ● Contribute to the development and delivery of 4A's strategic marketing plan and audience engagement strategies ● Contribute to communications and publicity strategies, including reviewing media releases and other copy for exhibitions and related events.
<p>Governance</p>	<ul style="list-style-type: none"> ● Coordinate and attend all Board meetings ● Manage production of all Board papers and meeting agendas ● Manage governance processes for the Board, including annual ACNC registration, constitutional review, AGMs and appointment of new Board members ● Work with the Board and relevant subcommittees to achieve 4A's strategic goals ● Prepare briefing notes for Board Members involved in meetings with funding agencies, donors, partners and other supporters ● Keep the Board informed of the artistic and operational workings of 4A and keep them up-to-date with wider arts sector challenges and opportunities ● Prepare briefing papers for the Board outlining key issues, challenges and opportunities, as required.

HOW TO APPLY

Applications close Wednesday 21 December 2022, 5pm (AEDT). Late applications will not be accepted.

Interviews will take place in the week beginning 2 January 2023.

To enquire about the role, please email 4A's Deputy Chair, John Choi at board@4a.com.au. Please submit your enquiries before Friday 16 December 2022.

Your application should be a single PDF sent to board@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
- Links to two (2) writing samples.

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

4A Organisational Chart

