



**Note:** There is only one position vacant. The final job title and corresponding salary range will depend on the candidate's skills and experience during application and interview stage.

## **POSITION DESCRIPTION**

**Position Title:** Venue Operations Manager / Senior Operations Coordinator

**Position type:** Full time contract (2 years)

**Hours:** Wednesday - Sunday, 9.30am - 5.00pm, with occasional out of hours and off site work

**Commencement date:** January 2025

**Salary range:** \$77,671.36 - \$81,554.93 / \$70,140.46 - \$77,717.96

(+12% superannuation)

## **ABOUT 4A**

4A Centre for Contemporary Asian Art (4A) is an independent not-for-profit organisation based in Warrane (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.

## 2024 – 2028 STRATEGIC PLAN #NuWorlds

Over 2024–2028, 4A will build on 28 years of success, as Australia’s only art organisation dedicated to fostering cultural and artistic dialogue between Australia and Asia through contemporary visual art.

4A’s #NuWorlds Strategic Plan charts a transformative path for the organisation, embracing an artist-led philosophy reflecting the boundless potential of the future, the dynamism of diasporic rhythms and the pulse of the digital age.

Read our [#NuWorlds Strategic Plan here](#).

### ROLE OVERVIEW

Reporting to the Finance and Operations Manager, this position manages the logistics and operations for gallery venue exhibitions (and occasional off-site projects), public programs, and office building. Responsibilities may include co-designing and delivering public programs - such as community outreach, talks, tours, workshops, and educational activities, facilitating venue hire opportunities in conjunction with maintenance of the gallery venue and heritage listed building. This role works in collaboration with the Artistic Director/CEO, Curatorial Program Manager, and Finance and Operations Manager to ensure broad public access and engagement with 4A’s offerings.

### CANDIDATE PROFILE

The Venue Operations Manager / Senior Operations Coordinator will have a high level of organisational, administrative, planning and hand-on experience with the requirements of running a public facing gallery, an office and supporting the delivery of programs that provide access to contemporary art to a broad and diverse Haymarket audience. They will have good attention to detail, a self-motivated way of working and are able to work flexibly and adaptable to different exhibition operating scenarios. They will possess a collaborative work style, communication and interpersonal skills that can be adapted to a range of audience needs.

The candidate should have a basic working knowledge of preparing a venue or exhibition space, dealing with daily operational tasks, and a sound understanding of WHS and Safe Work aspects of working within a medium-sized art gallery and back office. Experience of working in a heritage building environment would be a bonus.

An example of a day-to-day tasks, the Venue Operations Manager / Senior Venue Coordinator will be responsible for 4A’s gallery and open office operations in a heritage listed building, maintaining operational plans in concert with the Finance and Operations Manager and sometimes the leasing and maintenance office from the City of Sydney, designing and ensuring operational systems and processes,

while organisation policies are compliant, problem solving, researching equipment and production needs, refining workflows between the team, deconflicting calendars and schedules, and contributing to high-level strategy with the management team. They will be responsible to ensure that the gallery and other accessible areas are clean, neat and tidy, liaising with external cleaning contractors, building maintenance contractors and exhibition installers to ensure a clean and safe working environment for everyone. A key aspect of this role involves streamlining systems and creating efficiencies to enhance team agility and responsiveness.

They will have an understanding of 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 venue and building management, exhibition and program development, venue hire, production and project coordination. Knowledge of or interest in, arts, audience development and interdisciplinary programming is desirable.
2. **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.
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.
4. **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..
5. **Desirable selection criteria** – Proficiency (at any level) of language/s other than English, particularly Asian languages, is desirable.  
Current Working with Children Check, First Aid Certificate, Responsible Service of Alcohol, and NSW Driver's Licence.

## WORKING RELATIONSHIPS

Position	Venue Operations Manager / Senior Operations Coordinator
Reporting to	Finance and Operations Manager
Direct Reports	Interns and volunteers

## ROLE RESPONSIBILITIES

Operations and Compliance	<ul style="list-style-type: none"> <li>● Lead on or assist with administrative tasks, including liaising with building and leasing companies, suppliers and contractors, producers, venue hirers and artists on exhibition operational and technical requirements. Liaise with 4A management team on annual exhibition calendar, exhibition and event scheduling, production assistance and general administrative support that accompanies a small but busy arts organisation.</li> <li>● Support operational tasks as delegated by the Finance and Operations Manager and Artistic Director/CEO.</li> <li>● Ensure that sustainable practices and procedures are implemented within the exhibition and public program.</li> <li>● Implement 4A's policies and procedures in day-to-day tasks.</li> <li>● Ensure that workplace health and safety standards are maintained in 4A's exhibition and public program, throughout the gallery and at offsite venues.</li> <li>● Maintain Working with Children checks register, and other educational/working with young people compliance procedures, keeping updated and monitored in line with state requirements.</li> <li>● Maintain Responsible Serving of Alcohol and other licence and permits</li> <li>● Support implementation of risk management plans as required for the exhibition and public program.</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>● Be the main point of contact for contractors, suppliers, producers, artists, installers, exhibition designers, interns and volunteers for operation and technical aspects of the gallery and exhibition.</li> <li>● Actively contribute to a collaborative and collegiate workplace culture.</li> <li>● Ensure all artists and contractors involved in the delivery of public programs have appropriate Working with Children Checks and First Aid certification.</li> </ul>

<p>Support of curatorial development</p>	<ul style="list-style-type: none"> <li>● Contribute to the operational aspects of the development and delivery of 4A's exhibitions and public programs to engage diverse audiences and maximise audience participation in 4A's artistic program, in collaboration with project curators, artists and partners.</li> <li>● Coordinate the planning process for delivering public programs to enable evaluation and monitoring quality and stakeholder satisfaction.</li> <li>● 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.</li> <li>● Support effective communication with program partners and stakeholders.</li> <li>● Coordinate operations, production and logistics across 4A's gallery (and occasionally off-site) artistic and public programs, including installation and deinstallation of exhibitions and events with the Curatorial Program Manager, exhibition public program producer and other external contractors.</li> <li>● Prepare contracts for sign-off by the Artistic Director/CEO.</li> </ul>
<p>Collaboration and organisational teamwork</p>	<ul style="list-style-type: none"> <li>● Support the marketing team to develop program marketing timelines as they work on ticketing and booking systems, room sheets, website content and other published information on exhibitions and public programs.</li> <li>● Support the development and implementation of audience and community engagement strategies to support positive visitation experiences for both new and returning visitors.</li> <li>● Support the wider 4A team in everyday operations and administration</li> </ul>

## HOW TO APPLY

Applications close Monday 9 December, 5pm (AEDT). Late applications will not be accepted.

To enquire about the role, please email 4A's Finance and Operations Manager, Grey Yeoh, at [grey.yeoh@4a.com.au](mailto:grey.yeoh@4a.com.au).

Your application should be a single PDF sent to Grey 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 is committed to equality and diversity, through our program of activities and as an employer. 4A reflects the varied needs, expectations and culture of all members of our community and our diasporic networks.