

## POSITION DESCRIPTION

**Position Title:** Gallery Operations Coordinator

**Position type:** 2 years (0.6 FTE)

**Salary range:** \$63,284.74 - \$67,386.72 pro rated (+12% superannuation)

**Hours:** 22.8 hours / 3 days per week, with an open spread of days across the week, working alternate weekends

**Office hours:** 9:30am – 5:00pm (On-weeks: Mondays to Fridays / Off-week: Wednesdays to Sundays)

**Gallery opening hours:** 4A's galleries are open from Wednesdays to Sundays, 11am - 5pm. There are occasional late night public programs and events.

### 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.

In 2026, 4A will celebrate its 30<sup>th</sup> anniversary with a year full of exciting programs.

## 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 Deputy Director, 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. The role also works in close collaboration with the second Gallery Operations Coordinator.

### CANDIDATE PROFILE

The Gallery Operations Coordinator demonstrates strong organisational, administrative, planning and hands-on operational skills to support the effective delivery of 4A’s gallery operations, public programs, exhibitions and office functions within a public-facing contemporary art centre. The role supports the running of the gallery and open office environment and contributes to programs that provide access to contemporary art for a broad and diverse audience.

The role supports day-to-day gallery, front-of-house and office operations, including visitor services, daily operational tasks, and exhibition installation and deinstallation and the volunteer program. The Gallery Operations Coordinator coordinates with contractors and service providers, works with a high level of attention to detail, and demonstrates a self-motivated, flexible and adaptable approach to changing exhibition, program and venue operating scenarios.

Working closely with the Deputy Director, the Gallery Operations Coordinator assists with coordinating building services and operational requirements within a heritage-listed building. This includes liaising with City of Sydney leasing and maintenance teams, external cleaning contractors, building maintenance contractors, exhibition installers and other third-party providers. The role ensures the gallery and other accessible areas are clean, neat, tidy and safe, and that operational plans are followed.

The position maintains accurate records and administrative systems, supports risk management processes, and ensures compliance with workplace health and safety and Safe Work requirements appropriate to a medium-sized art gallery and back-office environment. The role contributes to the implementation of sustainable practices and supports the application, review and development of organisational policies, procedures and operational systems.

The Gallery Operations Coordinator provides operational and administrative support across the organisation, including file management, databases, scheduling and reporting processes, calendar coordination and deconfliction, researching equipment and production needs, and refining workflows. A key aspect of the role is streamlining systems and creating efficiencies to enhance team agility, responsiveness and problem-solving capacity.

The role also supports front-of-house retail operations and undertakes basic financial administration, including budget tracking and payment processes in line with organisational procedures. The Gallery Operations Coordinator assists with the induction of contractors, interns and volunteers, supports staff training when required, and contributes to a collaborative workplace culture through effective communication and interpersonal skills.

The role demonstrates an understanding of 4A's role within local, national and international contexts, and the significance of its programs in fostering dialogue about Australia's relationship with Asia. Working collaboratively with colleagues and partners, the Gallery Operations Coordinator supports 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 or experience in venue and/or organisational operations, administration processes, reporting, data collection, IT and project coordination.
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.
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. Experience working with volunteers. Skills and knowledge of design, social media content creation and other engagement experience is desirable. Current Working with Children Check, First Aid Certificate, Responsible Service of Alcohol, and NSW Driver's Licence. Proficiency (at any level) of language/s, particularly Asian languages.

## WORKING RELATIONSHIPS

Position	Gallery Operations Coordinator
Reporting to	Deputy Director
Direct Reports	Nil

## ROLE RESPONSIBILITIES

Operations and Compliance	<ul style="list-style-type: none"> <li>• Track and record 4A's visitorship, audience and public program data</li> <li>• Support the Gallery's front of house operations during Gallery opening hours and any additional public program and event days</li> <li>• Assist the Deputy Director to coordinate 4A's day-to-day building services and operations, including building contractors, security, accessibility, equipment and plant, IT, telecommunication services, cleaning, waste management, office supplies and workplace health and safety 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 Deputy Director.</li> <li>• Support and coordinate 4A's file management systems, databases, templates and administrative processes</li> <li>• Support development and implementation of risk management plans, as required for 4A's operations and programs.</li> <li>• Support the Gallery's curator and/or third-party contractors and installers during exhibition install/deinstall periods, ensuring that occupational health and safety standards are maintained in 4A's programs and operations</li> </ul>
Strategy and Finance	<ul style="list-style-type: none"> <li>• Coordinate the Gallery Shop sales at the front-of-house and relevant financial, record keeping and sales reconciliation tasks.</li> <li>• Assist the Deputy Director with project budget tracking and reporting in accordance with 4A's finance processes and reporting, as required.</li> <li>• Assist the Deputy Director with fortnightly payment cycles, as required.</li> <li>• Participate in the review of 4A's Strategic Plan and associated program plans.</li> <li>• Support the compilation and production of 4A's Strategic Plans and Annual Reports, under the direction of the Artistic Director/CEO and Deputy Director.</li> </ul>

Human Resources	<ul style="list-style-type: none"> <li>Support and induct contractors, interns and volunteers to 4A's working culture, policies, occupational health and safety standards.</li> <li>Assist the Deputy Director to coordinate staff training, when necessary.</li> <li>Administer and assist with the coordination of the Volunteer program.</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>Actively contribute to a collaborative and collegiate workplace culture.</li> <li>Work in close collaboration with the other Gallery Operations Coordinator role and other team members</li> <li>Promote an internal culture of respect and understanding</li> </ul>

## HOW TO APPLY

**Applications close Tuesday 27 January 2026, 5pm (AEDT). Late applications will not be accepted.**

Interviews will take place in the week of 02 February 2026, with expectations of commencement on 09 February 2026 or as negotiated.

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

Your application should be a single PDF compilation file sent to Grey Yeoh, that includes:

- Cover letter, outlining your interest in and suitability for the role
- Current CV no more than three (3) pages, including two (2) referees and their contact details
- Response to the selection criteria, up to two (2) pages in length

### Alternative format submission

4A accepts alternative format application submissions, including video and audio submissions. Please contact Grey above, if you require alternative submission arrangements.

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.