Centre for Contemporary Asian Art

POSITION DESCRIPTION	
Position	Creative Producer (Curatorial)
Reports to	CEO/Artistic Director
Employment	Full-time (0.8 FTE), two-year contract
Location	Corporation Building, Hay Street, Haymarket, Sydney
Hours	4 days / 30.4 hours per week (7.6 hours per day), with an open spread of hours across 7 day week, with at least 3 days off per week
Working hours	• 4A office hours are from 9:30 am to 5:00pm • 4A galleries open to public from Wednesdays to Sundays, 11:00am to 5:00pm • On non-exhibition periods, working days become Mondays to Fridays
Salary range	$70,567.50 - $75,000.00 (+12% superannuation)

ABOUT 4A CENTRE FOR CONTEMPORARY ASIAN ART

4A Centre for Contemporary Asian Art is an independent not-for-profit organisation that advances Australia's cultural engagement with Asia and the global Asian diaspora through contemporary art and creative expression. Founded in 1996 and based in Sydney's Chinatown, 4A commissions and presents ambitious exhibitions, public programs, artist development initiatives and partnerships across local, national, international and digital contexts. Our work elevates Asian Australian voices, connects communities and artists across borders, and creates space for experimentation, cultural exchange and new ideas.

Following significant capital works, 4A now operates from a renewed, more accessible and flexible home in the historic Corporation Building in Haymarket. The upgraded venue brings together the main gallery and 4A LAB, supported by refreshed front-of-house, gathering, retail, production and back-of-house facilities. It is a public cultural destination, a platform for artists and communities, and an important organisational asset that must be managed with care, commercial discipline and a strong commitment to access, safety and visitor experience.

4A is entering its next chapter guided by three strategic priorities: Community, Diaspora & Exchange; Artistic Innovation & Creative Impact; and Sustainability & Resilience. We will deepen reciprocal relationships with communities and diasporic networks, champion ambitious, experimental and accessible creative experiences, expand pathways for audiences and emerging practitioners, and strengthen the governance, people, partnerships, systems and financial capacity needed for 4A to thrive into the future.

ABOUT THE ROLE

Reporting to the CEO/Artistic Director, this position is responsible for the production, co-design and delivery of the artistic programming of 4A including exhibitions and associated public programs, in concert with the CEO/Artistic Director.

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The Creative Producer (Curatorial) role is an essential component of 4A's artistic programming team. This position involves managing all aspects of artistic programming, including planning, execution, and evaluation of 4A's artistic program led by the CEO/Artistic Director, to meet the highest standards and core organisational values and to ensure the efficient and effective delivery of events that align with 4A's strategic objectives. The producer must constantly strive to deliver an exceptional programming experience, working closely with relevant teams such as the Gallery Operations Coordinator team and Communication and Marketing team. The Producer will also work closely with the General Manager in administering and monitoring project budgets and expenditure in accordance with 4A's finance policies and processes accurately.

Key priorities in the first 6 months

- Complete a structured handover and consolidate artistic program from CEO/Artistic Director for continuity
- Understanding internal finance and operational framework, organisational policies, building and venue limitations in designing and producing exhibitions and public programs
- Produce the 2027 Lunar New Year exhibition program and community activities and the April 2027 Philippines Focus exhibition program and community engagement program
- Managing and delivering current (2027-28) artistic program and strategic plan, while supporting CEO/Artistic Director and General Manager on the next strategic plan (2029-32) as the key submission to funders

ROLE RESPONSIBILITIES

Artistic Program

- With the Artistic Director/CEO, contribute to the development and delivery of 4A's Annual Artistic program
- With the Artistic Director/CEO, contribute to the organisational curatorium in the development of the annual world-class program of exhibitions, public programs and projects that complement 4A's mission and strategic plan
- Curate selected exhibitions
- Coordinate all aspects of the exhibition-making process, including research, curatorial development, administration, correspondence, stakeholder liaison, and maintenance of exhibition checklists and timelines
- Manage all aspects of production across 4A's artistic programs, including logistics related to artwork delivery, install and returns, exhibition design and layout, preparation of the gallery, creation of exhibition handbooks, project briefs for Gallery Assistants, supervision of external contractors, and artists' travel requirements
- Contribute to effective communication with exhibition partners and stakeholders
- Prepare contracts for sign off by the Artistic Director/CEO and General Manager.

Project Finance Management and Strategy

- Develop and monitor project budgets and provide regular reports to the Artistic Director/CEO and General Manager
- Manage exhibition and public program expenditure in accordance with 4A's financial management processes
- Contribute to the development and review 4A's Strategic Plan and associated program plans
- Support the production of the Annual Report.

Operations and Compliance

- Support operational tasks as delegated by the Artistic Director/CEO and General Manager
- 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
- Develop risk management plans as required for the exhibition and public program.

People and Culture

- Actively contribute to a collaborative and collegiate workplace culture
- Support the professional development of gallery team members
- Support mentorship of gallery team members, contractors, interns and volunteers.

Grant Development

- Contribute to grant applications and acquittals to funding bodies and foundations
- Contribute to development of partnerships to support the delivery of 4A's exhibition and public programs.

Advocacy and Engagement

- Support the Marketing and Engagement Manager to develop exhibition marketing timelines, produce and assist CEO/Artistic Director with editing of press releases, labels, room sheets, website content and other gallery information
- Work with Gallery Operations Coordinators in the delivery of all public programs
- 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.

CANDIDATE PROFILE

The successful candidate will be an experienced producer of art exhibitions and events who combines expert Australian contemporary art sector knowledge and commitment to artists, audiences and cultural organisations. They will be comfortable operating in a small, ambitious organisation where staff must be strategic, collaborative and willing to work directly on implementation.

They will bring sound judgement, discretion and calm under pressure. They will communicate clearly, build confidence across a team, and create systems that make good work easier rather than more bureaucratic. They will understand that artistic ambition and organisational sustainability are interdependent and will be able to engage authentically and earnestly with community group leaders and stakeholders.

Essential selection criteria

- **Administration, production, operations** High level of organisational skills, logistics and problem solving experience. Experience in community cultural development, production, and investment generation for program delivery. Knowledge of, or interest in, arts education, audience development and interdisciplinary programming is essential. Excellent budget management skills.

- **Engagement with contemporary art** Experience and engagement with the Australian contemporary art community and/or have a demonstrated knowledge of the key national and global conversations and debates surrounding contemporary art.
- **Teamwork and collaboration** 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.
- **Planning and systems** Excellent project and organisational management skills, with the capacity to introduce practical systems, coordinate competing priorities and deliver reliably in a resource-conscious environment.
- **Communication and judgement** Developed written, verbal and interpersonal communication skills, with discretion, sound judgement and the confidence to provide clear advice and escalate issues appropriately.
- **Commitment to 4A values** A demonstrated commitment to contemporary culture, equity and access, and to the role of 4A in advancing Asian Australian and diasporic artistic practice and cultural exchange.

Desirable experience

- Experience developing earned income from venue, retail, events, services or creative partnerships.
- Experience overseeing digital business systems, customer relationship management, data governance or organisational technology change.

Additional requirements

- Availability to attend occasional evening and weekend programs, events and activities, with reasonable notice.
- A current right to work in Australia and the capacity to meet any role-related screening requirements.
- A commitment to maintaining confidentiality and acting in accordance with 4A's policies, values and code of conduct.

WORKING RELATIONSHIPS

RELATIONSHIP	KEY CONTACTS
Reports to	CEO/Artistic Director
Direct reports	N/A
Internal	Senior leadership team; artistic, curatorial, producing, communication and development staff; casuals, interns and volunteers
External	Artists, curators, community leaders, producers, suppliers, donors, funders, sponsors and other precinct stakeholders

HOW TO APPLY

Applications close Monday 07 December 2026, 5pm (AEDT). Late applications will not be accepted.

Interviews will take place in the week beginning 14 December 2026, with expectations of commencement 04 January 2027. To enquire about the role, please email 4A's CEO and Artistic Director, Thea Baumann, at thea.baumann@4a.com.au.

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Your application should be a single PDF file sent to thea.baumann@4a.com.au, that includes:

- Cover letter no more than two (2) pages, 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
- Links or PDF of previous writing/event reports/content/samples - not more than three (3) pages long.

4A is committed to a diverse, inclusive and accessible workplace. We welcome applications from people with different cultural backgrounds, lived experiences, abilities, gender identities, career pathways, from First Nations people and Asian diaspora.

Alternative format submissions and adjustments

We welcome alternative format submissions, including video and audio format. Applicants with disability or access requirements are welcome to request adjustments to support their participation in the recruitment process.