



Position:	Marketing and Programs Coordinator
Contract:	Part-time, 6 Month Contract (Commencing Jan 21, 2018)
Reporting to:	First report: Mikala Tai, Director Second report: Bridie Moran, Engagement and Development Manager
Oversees:	Not applicable.
Salary:	\$49,920 pro rata, + Superannuation (with 3% increase in March)
Working Hours:	50 hours a fortnight, including weekend work
Annual Leave:	20 days per annum, pro rata.
Location:	181-187 Hay Street, Haymarket, NSW 2000

About 4A Centre for Contemporary Asian Art:

4A Centre for Contemporary Asian Art is an initiative of the Asian Australian Artists' Association inc., a non-profit organisation established in 1996 to present and promote the work of Asian and Asian-Australian artists, as well as to promote dialogue within the region. The exhibitions and activities of 4A have been recognised nationally and internationally throughout our ten years of operation. 4A has developed a unique model to look at Australia's cultural diversity as well as its relationship to Asia. We have presented the work of over 300 artists from all around the country as well as around the world, as well as traveling exhibitions of contemporary art to China, Japan, Hong Kong, Singapore, Thailand and Indonesia.

4A plays an important role in cultural development in Australia and internationally by locating contemporary Asian Australian art within a global context. This is achieved through exhibitions and accompanying public forums as well as national and international touring programs that not only focus on community development and audience participation but also explore the critical issues affecting the region today. 4A makes a significant mark on the cultural life of the City of Sydney. It draws a significant audience to its programs and forums adding to the life of Chinatown and the culturally diverse areas around it.

Purpose of the Job:

To coordinate and deliver a wide range of public programs and events produced by 4A. Provide marketing support for all aspects of 4A's Program across all platforms. Provide administrative and all-round support for the gallery team, including front of house visitor services.

This job is a six-month contract to support 4A through its busiest three months and replace a staff member who will be working overseas for three months.

Main Activities/Responsibilities

- Assist in leading education and workshop programs to a variety of groups;
- Develop and deliver projects from end-to-end when the opportunity arises;
- Assist with marketing tasks including content drafting, reporting and image management;
- Assist with 4A website management and content updates;
- Provide research, design and administrative support to the wider 4A team as required;
- Provide front of house visitor services and respond to public enquires via phone and email.

Key Selection Criteria

- Training or equivalent experience in contemporary art visual arts and cultural development, events management or a similar discipline;
- Experience, knowledge and understanding of the processes involved in delivering and implementing arts and cultural programs and events, particularly in the delivery of educational workshops;
- Demonstrated ability to communicate effectively to a wide variety of audiences, both orally and in writing;
- Experience working with the general public and a willingness to actively facilitate groups and workshops;
- Demonstrated ability to deliver impeccable visitor service;
- Demonstrated ability to be proactive in a small team environment;
- Demonstrated commitment to the arts;
- Keen attention to detail, clear communication style and impeccable time management skills.

Desirable

- Experience in the implementation of public and contemporary art projects;
- Experience in marketing and public relations;
- Experience in liaising with artists;
- Experience in graphic design and related computer applications;
- Current Working With Children Check, First Aid Certificate, Drivers License;
- Understanding of and experience with contemporary arts and artists in an Asian-Australian context.

You are:

- A highly motivated individual with a passion for the arts.
- Keen to work in a small, dedicated team of art professionals.
- Passionate about providing critical administrative support to a not-for-profit arts organisation.